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**PINE GROVE TOWNSHIP SUPERVISORS**  
**175 OAK GROVE ROAD, PINE GROVE, PA 17963**  
**JANUARY 4, 2016 ORGANIZATION MEETING MINUTES**

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Supervisors: Jeffery Zimmerman (2018), Bruce Kosack (2020), Ray Stump (2022)

**Appoint Temporary Chairperson** – Ray Stump nominated Jeffery Zimmerman as Temporary Chairperson and Kosack seconded the motion. Stump and Kosack voted in favor of the motion and Zimmerman opposed the motion; motion carried 2 to 1. Supervisor Zimmerman was appointed temporary chairman.

**Call to Order / Pledge of Allegiance** – Temporary Chairman Zimmerman called the meeting to order at 6:35 PM with the Pledge of Allegiance. Attending were Supervisors Jeffery Zimmerman, Bruce Kosack, and Ray Stump. Also attending were Secretary / Treasurer Kathy Ferguson, Cynthia Hummel, Herb Felty, Gerald Lengel.

**Public Comment on Agenda Items** – No comments were received.

**Agenda Items**

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

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

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

Treasurer's Bond – Zimmerman moved to approve renewing the \$1,000,000 Treasurer's bond in 2016 and Stump seconded the motion; all were in favor and motion carried 3 to 0.

Compensation for mileage reimbursement – Zimmerman moved to use IRS mileage rates (currently 54¢ per mile). Stump seconded the motion, all were in favor; motion carried 3 to 0.

Meeting Compensation – Zimmerman moved to approve the following meeting compensations, Stump seconded the motion, all were in favor and motion carried 3 to 0.

- › Planning Commission Board - \$30
- › Zoning Hearing Board - \$30
- › PLC/ZHB Secretary - \$60
- › Zoning Officer - \$30
- › Roadmaster - \$30
- › Twp Secretary / Treasurer - \$80

**Executive Session** - Supervisors adjourned into an executive session at 6:42 PM for personnel matters. Ferguson was asked to join them briefly during the session. Meeting resumed at 7:44 PM.

**Wages of Employees**

› Administrative Assistant – Zimmerman moved to reappoint Cynthia Hummel as Administrative Assistant and increase her wage to \$15.75 per hour, Kosack seconded the motion. Stump said he felt Hummel should be paid more and Kosack said they could revisit that. Zimmerman and Kosack voted in favor of the motion and Stump opposed the motion; motion carried 2 to 1.

› Road Crew with CDL – Kosack moved to reappoint Brian Huber and Rodney Luckenbill (Road Crew with CDL) and increase their wages to \$17.00 per hour, Stump seconded the motion. All were in favor and motion carried 3 to 0.

› Roadmaster – Kosack moved to reappoint Rodney Fidler as Roadmaster and increase his wages to \$19.00 per hour, Stump seconded the motion. Zimmerman amended the motion to include changing the term Roadmaster to Road Foreman. All were in favor of the motion with the amendment and motion carried 3 to 0.

› Secretary / Treasurer – Zimmerman moved to include the Secretary / Treasurer duties under the title Township Manager for Kathy Ferguson as a salaried position based on a 40-hour week with a \$4,000 increase this year and an additional \$1,000 increase this year when her certification is complete for a total increase of \$5,000 (\$2.40 per hour). Stump seconded the motion, all were in favor and motion carried 3 to 0.

**Wages of Employees, cont.**

- **Zoning Officer** – Zimmerman motioned to reappoint Daniel Bode as Zoning Officer keeping his wage at \$25 per hour, Stump seconded the motion; all were in favor and motion carried 3 to 0.

**Employee Directive** – Kosack moved to make all Township employees responsible to report any construction they see in the Township to the Zoning Officer and Stump seconded the motion; all were in favor and motion carried 3 to 0.

**Holidays for Township Employees** – Zimmerman moved to keep the holidays the same as last year. Motion died for lack of a second. Kosack moved to change the Primary and General Election days to Administrative Paid Leave days and add two other holidays to be established. Stump seconded the motion, all were in favor and motion carried 3 to 0.

**Health Officer** – Zimmerman moved to reappoint Lewis Moyer as Health Officer at \$35 per 1<sup>st</sup> hour of an incident with report, additional hours paid prorated at \$25 per hour and court appearances paid a 3 hour minimum. Kosack seconded the motion, all were in favor and motion carried 3 to 0.

**Affirm Independent Auditors** – Zimmerman moved to affirm the contract with Garcia Garman & Shea as auditors for fiscal year 2016. Stump seconded the motion, all were in favor and motion carried 3 to 0.

**Recognize Township Fire Companies** – Stump moved to recognize Ravine and Suedburg as Township Fire Companies, Zimmerman seconded the motion; all were in favor and motion carried 3 to 0.

**Appoint Emergency Management Coordinator / Deputy** – Kosack moved to appoint Kevin Frantz (\$250 per incident plus mileage) as Emergency Management Coordinator, Stump seconded the motion; all were in favor and motion carried 3 to 0. Jim Lewis declined reappointment as Emergency Management Deputy and the position is vacant.

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

**Appoint Legal Counsel** – Zimmerman 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** – Zimmerman moved to reappoint Larson Design and Light-Heigel as Sewage Enforcement Officers and adopt Light-Heigel's fee schedule. Stump seconded the motion; all were in favor and motion carried 3 to 0.

**Appoint Uniform Construction Code Officer** – Zimmerman moved to appoint Light-Heigel as Uniform Construction Code Officers. Kosack seconded the motion, all were in favor; motion carried 3 to 0.

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

**Reappointments / Appointments** – Stump moved to approve the following Board appointments and reappointments, Kosack seconded the motion; all were in favor and motion carried 3 to 0.

- **Elected Auditor Vacancy** – No applications were received for the vacancy, term ending January 2018.
- **Planning Commission** – Tom Daubert for a four year term ending January 2020.
- **Recreation Board** – James Pierce for a five year term ending January 2021. No applications were received for a vacancy, term ending January 2017.
- **Township Water Authority** – Brian Harwick for a five year term ending January 2020.
- **UCC Appeals Board** – Member Frank Fox and 2<sup>nd</sup> Alternate Thomas Hlavaty for 3 year terms to 2019 pending approval from Tremont Township and Washington Township per the Inter-Municipal agreement.
- **Zoning Hearing Board** – Member Terry Stump and 2<sup>nd</sup> Alternate Steve Morgan for three year terms to January 2019. No applications were received for a 1<sup>st</sup> Alternate term ending January 2017.

**Depositories of Township Funds** – Zimmerman moved to recognize the following as depositories of Township funds: Fulton Bank, Jonestown Bank, PLGIT and Invest. Stump seconded the motion; all were in favor and motion carried 3 to 0. Kosack moved to adopt Resolution #2016-01 authorizing 14 Fulton Bank account signature forms, Stump seconded the motion, all were in favor and motion carried 3 to 0.

**Establish Time, Dates, and Location of Township Meetings** – Zimmerman moved to hold Township meetings at 6:30 PM on the second Wednesday of each month in the Township building, 175 Oak Grove Road, Pine Grove. Stump seconded the motion; all were in favor and motion carried 3 to 0.

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

**Certify Delegates to State Association Annual Convention in Hershey / Choose voting delegate** – Zimmerman said he will not be able to attend the convention. Zimmerman moved to certify Kosack as voting delegate for the PSATS Convention. Stump seconded the motion, all were in favor and motion carried 3 to 0.

**Committee Representatives** – The Board agreed on the committees and representatives as listed below.

- › Fire Company – Jeffery Zimmerman
- › Labor Relations – Bruce Kosack
- › Public Works & Property (formerly Property and Roads) – Ray Stump
- › Tax Collection Committee – Bruce Kosack (Member)  
Jeffery Zimmerman (1<sup>st</sup> Alternate)  
Ray Stump (2<sup>nd</sup> Alternate)
- › UCC Inter-Municipal Committee – Jeffery Zimmerman

#### **Public Comment**

- › **Herb Felty** said he has been considering a building project for a few years, but after seeing the difficulties his friend had with Light-Heigel's code enforcement last summer, he doesn't know if he wants to do any projects in the Township. Kosack asked if he filed a complaint and Felty said he spoke to the people in the office and they suggested talking to the Supervisors at the meeting.

Felty said he feels a lot of people are building things without permits because of the problems with Light-Heigel. Felty said his friend had problems reaching people at Light-Heigel, their phone messages were full, etc. and his friend finally built a small detached garage so he would not need a UCC permit.

Zimmerman said a couple of things they did this evening will help the situation Felty is talking about; we now have a manager that in a situation with one of our subcontractors, whether it is sewage or building code, the resident needs to notify the Township so it can be addressed by our office. Zimmerman said the resident is paying for the codes enforcement services and so is the Township. Zimmerman said we have had very good service from Light-Heigel. Ferguson said we have had four verbal complaints recently, but no one has filed a written complaint.

Zimmerman said if the resident and the building code officials have a dispute, the resident can take it to the UCC Appeals Board. Zimmerman said residents should ask for the code official to cite the reference in the code book for any violations. Zimmerman said in the future any problems with the code officials should be directed to the Township office, preferably in writing.

**Adjournment** – Zimmerman moved to adjourn the Organization Meeting at 8:17 PM. Stump seconded the motion; all were in favor and motion carried 3 to 0.

**Respectfully Submitted,**

**Kathy Ferguson, Township Manager**

**Approved by the Board of Supervisors on January 13, 2016.**