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# **PINE GROVE TOWNSHIP SUPERVISORS**

**175 OAK GROVE ROAD, PINE GROVE, PA 17963**

**JANUARY 13, 2016 MEETING MINUTES**

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**CALL TO ORDER** - Chairman Bruce Kosack called the January 13, 2016 meeting to order with the Pledge of Allegiance at 6:30 PM. In attendance were Vice-Chairman Jeffery Zimmerman, Supervisor Ray Stump, Township Manager Kathy Ferguson, Diane Tobin, Howard Lengel, Joan Schwer and others; list on file. Solicitor Gino DiNicola, Roadmaster Rodney Fidler and Zoning Officer Dan Bode were absent.

**Recognition** – Chairman Kosack presented former Chairwoman Diane Tobin with a certificate and globe on a crystal base in honor of her 14 years of dedicated service as a Pine Grove Township Supervisor.

**Introduction** – Chairman Kosack introduced newly seated Supervisor Ray Stump; Mr. Stump's term as Supervisor extends to January of 2022.

**PUBLIC COMMENT ON AGENDA ITEMS** – No comments were received.

## **MINUTES / FINANCIAL ITEMS**

**December 9, 2015 Public Hearing Minutes** - Zimmerman moved to approve the December 9, 2015 Public Hearing minutes and Kosack seconded the motion. Zimmerman and Kosack voted in favor of the motion, Stump abstained because he was not present at the meeting; motion carried 2 to 0.

**December 9, 2015 Meeting Minutes** - Kosack moved to approve the December 9, 2015 Meeting minutes and Zimmerman seconded the motion. Kosack and Zimmerman voted in favor of the motion, Stump abstained because he was not present at the meeting; motion carried 2 to 0.

**January 4, 2016 Organization Meeting Minutes** – Kosack noted an error in the January 4, 2016 meeting. Kosack said the raises given to the Roadmaster, Road Crew and the Administrative Assistant were all to be increases of 75¢ and by mistake the Road Crew were given 90¢. The issue was tabled until later in the meeting under New Business. Zimmerman moved to approve the January 4, 2016 Organization Meeting minutes, Stump seconded the motion, all were in favor; motion carried 3 to 0. Howard Lengel asked about the Secretary / Treasurer becoming the Township Manager and if the pay is hourly or salary. The Board said the pay is salaried and the amount is in the meeting minutes. Lengel asked what duties are included and Kosack said the duties in the job description created years ago for the manager. Lengel said he wants to know if she can handle what was put in there. Zimmerman said at the February meeting the description of responsibilities will be amended for the employee handbook. Zimmerman said if the Board didn't think she could handle the job they wouldn't have given it to her. Lengel said he wants to see the new job description.

**Treasurer's Report** – Ferguson said the December General Fund beginning balance was \$641,031.63; receipts were \$57,024.83; expenses were \$99,783.29 and the December General Fund ending balance was \$598,273.17. The Capital Reserve Fund December ending balance was \$2,842,016.90 and the Liquid Fuels Fund December ending balance was \$320,628.50. The December Combined Funds ending balance was \$3,760,918.57. Zimmerman moved to approve the Treasurer's December report. Zimmerman noted for the benefit of the new Supervisor, the Township had to pull \$35,000 from the Capital Reserves Fund to meet this year's budget. Zimmerman said this is typical of what has been happening since 2008, our Capital Reserves are no longer growing and it is slowly being depleted. Zimmerman noted three years ago the Township moved Capital Reserves funds into the CRIM program with Fulton Bank where we pay commission but get a higher return than on the CD rates we had been getting. Zimmerman said the Board needs to be careful what they do, the last thing anyone wants to see is for the Township have to do something to balance the budget. Stump seconded the motion to approve the Treasurer's December report, all were in favor and motion carried 3 to 0.

**Approval of Bills** – Zimmerman moved to approve bills in the amount of \$30,618.38, Stump seconded the motion; all were in favor and motion carried 3 to 0.

**Elected Auditor's Minutes** – Kosack noted the draft minutes from the Elected Auditors meeting were received; no changes to working supervisors pay rates were made.

**PERSONS TO BE HEARD** - No requests to be heard were received.

**REPORTS**

**Road Foreman** – No comments were received.

**Committee Reports**

- **Community Development Block Grant** – Ferguson said there are two forms needing signatures for the 2015 funds; one is the General Application form and the other is the Citizen Participation form. Ferguson said the General Application form has all the communities whose funds are being administered by Schuylkill County; Pine Grove Township funds are listed there as Housing Rehabilitation for \$67,761.00 and Administration for \$14,874.00. Ferguson said the Citizen Participation form documents the public hearing the Township held in June of 2015 and the one the County will hold on January 20, 2016. Stump moved to authorize the Chairman to sign the General Application form and the Citizen Participation form for CDBG funding, Kosack seconded the motion; all were in favor and motion carried 3 to 0.

Ferguson said the Township needs to publicize the CDBG program to use the funds available for housing rehabilitation and discussion followed. The Board agreed to ask the Township Tax Collector about putting a flyer in with the March tax mailing.

- **Labor Relations** – Kosack said he would like to leave the two holidays as floating holidays for the employees as long as the Township is covered on those days; the Board agreed.
- **Public Works & Property** – Stump said he received several compliments on how well the Road Crew handled the ice and snow we had.
- **Tax Collection Committee (TCC)** – Zimmerman moved to adopt Resolution #2016-02 appointing the Tax Collection Committee Delegates for Pine Grove Township as follows: Primary Voting Delegate – Bruce Kosack, 1<sup>st</sup> Alternate Delegate – Jeffery Zimmerman, 2<sup>nd</sup> Alternate – Ray Stump. Stump seconded the motion, all were in favor and motion carried 3 to 0.

Kosack noted here has been some talk about dissolving the municipal representation in the TCC and only having school board representation. Ferguson said she has heard this is being talked about at the State level, not only in Schuylkill County; she feels it would not be good for the municipality to lose their representation in tax collection issues.

- **Workplace Safety Committee** – Ferguson said in the meeting held December 15, 2015 safety issues resulting from employee responses to the public were discussed. The next meeting will be held January 19, 2016 at 7:15 AM.
- **UCC Appeals Board** – Ferguson said she spoke with John Brommer at Tremont Township and they approved the reappointment of Frank Fox and Tom Hlavaty to the UCC Appeals Board at their organization meeting on January 4<sup>th</sup>. Ferguson said Washington Township Secretary contacted her the day of the organization meeting and said they have been appointing three people to the Appeals Board every year. Ferguson said she sent the secretary a copy of the Inter-Municipal Agreement and they discussed the agreement. Ferguson said she spoke with the Washington Township secretary today and was informed that Washington Township did not approve the reappointment of Fox and Hlavaty to the Appeals Board at their meeting. Ferguson said she suggested the Appeals Board Committee meet to work things out.

Zimmerman agreed on Ferguson setting up a meeting with the three municipalities for any Supervisors and Appeals Board members who want to attend; a brief evening meeting to discuss the agreement signed by previous supervisors. Ferguson said she would arrange the meeting and advertise it to be held at Pine Grove Township.

**Engineer / Planning Commission** – Kosack noted the minutes from their meeting were received. Ferguson said the required annual report of the Planning Commission activities for the prior year was prepared by C. Hummel and is included with the Planning Commission’s minutes

**Recreation Board** – Ferguson said the Recreation Board held their meeting on Monday night and minutes have not yet been received. Zimmerman said the slab construction on the Recreation Area project just completed is to specifications according to our engineer, but in future advertising for projects we need to consider past work experience with a contractor along with the bid; we don’t have to take the lowest bid. Zimmerman said we will have to do something to fix the slab and a brief discussion followed.

**Zoning Hearing Board** - January 28, 2016 hearing is cancelled, no appeals were received.

**Zoning Officer / Floodplain Administrator** – The Zoning Officer issued 1 new permit, received 23 phone calls, 2 complaints, performed 2 inspections in December, and reviewed one plan under the floodplain administration.

#### OLD BUSINESS

**Amended Subdivision and Land Development Ordinance (SALDO)** – Zimmerman moved to adopt Ordinance #88 adopting Subdivision and Land Development Regulations for Pine Grove Township. Stump seconded the motion, all were in favor and motion carried 3 to 0.

#### NEW BUSINESS

**SPCA Donation** – Stump said the SPCA provides a valuable service in our community and in checking back we have not made a donation to them for about five years so he would like the Board to consider a \$500 donation at this time. After a brief discussion, Stump moved to approve a \$200 donation to the Ruth Steinert SPCA. Motion died for lack of a second. Stump moved to approve a \$200 donation to the Ruth Steinert SPCA paid now for this year and further donations to be considered annually upon a donation request received. Zimmerman seconded the motion, all were in favor and motion carried 3 to 0.

**Property & Liability Insurance Review** – Ferguson said she solicited proposals for the Township's Property & Liability insurance because it has been over ten years since this was done. Ferguson said along with PIRMA who is our current carrier, she spoke with HDH Group and National Penn Insurance. Ferguson said the thing that caught her attention with HDH Group is their dividends on premiums. Ferguson said she wanted to have a comparison spreadsheet prepared for the Supervisors on the three companies she spoke with, however she was waiting for National Penn's quote for Selective Insurance. Ferguson gave information from her meeting with the HDH Group - their dividend program, freedom to leave the insurance group at any time, more controlled risk pool, etc. Zimmerman requested having the rep from HDH Group attend the next meeting and Ferguson said she would try to arrange it. Kosack asked Ferguson to get a projected savings from the HDH Group. Ferguson said with HDH Group they estimate 25% to 35% of our premium goes to administrative costs; you need to subtract that before you look at dividends which are spread out over a period of five years. Ferguson said HDH Group is an insurance for long term, if you change insurance every year you won't realize the benefits of the dividends with this insurance.

**Employee Wages** – Kosack said earlier he spoke about wages and two raises given at the Organization Meeting for 95¢ that were supposed to be for 75¢. Kosack said it was his mistake, everyone was to have gotten 75¢. Ferguson said the Road Foreman and the Administrative Assistant who have been here longer got 75¢ and the Road Crew got 95¢. The Board agreed it was not feasible to rescind the motion and take away the raise from the employees who have already been given it. Zimmerman said the Roadmaster was changed to Road Foreman with less responsibilities and the extra 20¢ per hour may not be warranted. Stump said he feels the Road Foreman is fine with the 75¢ because of the reduced responsibilities. Stump moved to increase the Administrative Assistant's wage by 20¢ per hour, Kosack seconded the motion, all were in favor and motion carried 3 to 0.

Joan Schwer questioned the Road Foreman being here the longest and not getting the same raise. Stump said Fidler did not want to be the Roadmaster any longer and was happy with the change to Road Foreman and the lower raise. Schwer questioned if his duties changed and the Board said yes. Schwer asked who is doing his duties now. Zimmerman said the same people who have been doing the administrative duties - the people in the office. Stump said he will also be doing some of the duties.

#### CORRESPONDENCE

**Statement of Financial Interest** – Ferguson noted the forms were given to the Board of Supervisors and they are responsible to file them with the Township office before May 1, 2016.

**PUBLIC COMMENT**

**Howard Lengel** asked when the roads will get resurfaced and asked about the bridge in Outwood. Discussion was held on the three bridges in the Township, cost of the repairs, and the grants that have been applied for to fix the bridges. Zimmerman said the bridge in Outwood has two outer beams that are involved, not a single beam.

Lengel said he understands about the bridges, but he would like to see the roads getting done. Zimmerman discussed the five year plan the Roadmaster had for the roads. Stump said he and the Road Foreman are going over the roads this month.

**ADJOURNMENT** – Kosack moved to adjourn the meeting at 7:52 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 February 10, 2016.**