

---

# **PINE GROVE TOWNSHIP SUPERVISORS**

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

**MARCH 9, 2016 MEETING MINUTES**

---

**CALL TO ORDER** - Chairman Bruce Kosack called the March 9, 2016 meeting to order with the Pledge of Allegiance at 6:30 PM. In attendance were Supervisor Ray Stump, Township Manager Kathy Ferguson, Russ Frantz, Kevin Frantz, and others; list on file. Vice-Chairman Jeffery Zimmerman, Solicitor Gino DiNicola, Road Foreman Rodney Fidler and Zoning Officer Dan Bode were absent.

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

## **MINUTES / FINANCIAL ITEMS**

**February 10, 2016 Meeting Minutes** - Kosack moved to approve the February 10, 2016 Meeting minutes and Stump seconded the motion, all were in favor and motion carried 2 to 0.

**Treasurer's Report** – Ferguson said the February General Fund beginning balance was \$585,323.01; receipts were \$72,909.27; expenses were \$52,088.49 and the February General Fund ending balance was \$606,143.79. The Capital Reserve Fund February ending balance was \$2,850,955.17 and the Liquid Fuels Fund February ending balance was \$322,499.67. The February Combined Funds ending balance was \$3,779,598.63. Kosack moved to approve the Treasurer's February report, Stump seconded the motion; all were in favor and motion carried 2 to 0.

**Approval of Bills** – Kosack moved to approve bills in the amount of \$70,360.61; Stump seconded the motion; all were in favor of the motion and motion carried 2 to 0.

## **PERSON TO BE HEARD**

**Russ Frantz**, a teacher at Pine Grove Area Middle School, said he moved his gym from GEM Plaza after speaking with the Pine Grove Township Zoning Officer in November. Frantz said he had a twenty minute conversation with the Zoning Officer about his plans on the day before Thanksgiving and Dan said worst case scenario he would need a zoning exception, but with further conversation Dan said as far as he sees everything is good. Frantz said in February he was surprised to get a Cease and Desist Order from the Township and he doesn't understand where things went wrong.

Kosack said nobody is questioning the good of what Frantz is doing with the gym, but the use of the building was changed from commercial to recreational. Frantz disagreed that it was a recreational use and said it is a training center for over 200 kids. Frantz submitted a copy of his lease for using the building and answered several other questions from the Board.

Kosack said the Board would review the issue.

**EXECUTIVE SESSION** – The Board of Supervisors and the Township Manager entered into an executive session at 6:49 PM on possible litigation and personnel matters. At 7:03 PM the Board and Manager returned from executive session and the meeting resumed. Kosack said the Board will consult with the Solicitor regarding the situation with Russ Frantz and work with him for compliance; they will not close the gym unless a grievous code issue is found. Kosack said on personnel they will wait until all three Supervisors are available for discussion.

## **REPORTS**

### **Committee Reports**

- **Public Works & Property** – Stump showed chunks of macadam from roads that need to be paved. Stump said the chunks came up during plowing this winter. Stump provided a completed list of Township roads and their conditions. After discussion, Stump moved to approve advertising a bid for paving Lake Terrace Drive and cul-de-sac, Hikes Lane and cul-de-sac, Terrace Hill Road and cul-de-sac, and Hillside Lane and cul-de-sac pending PennDOT review of the roads, with bids opened at 12 PM on April 13, 2016. Kosack seconded the motion, all were in favor and motion carried 2 to 0.

Stump said for the record, the part of Swopes Valley Road discussed at last month's meeting is in Pine Grove Township, he confirmed that with Bethel Township.

**Committee Reports, cont.**

- **Workplace Safety Committee** – Ferguson said in January the Safety Committee reviewed information on safety in cold weather and in February they viewed a video on the use and maintenance of an AC HotStick. Ferguson said the Pine Grove Township Emergency Management Office gave the road crew an AC HotStick to check for exposed high voltage from a safe distance when they are working near fallen trees, along the roads in brush, etc. Ferguson said a safety recommendation was to replace the handicap parking signs and repaint the handicap parking space lines in the Township parking lot.
- **UCC Appeals Board** – Kosack said a public joint inter-municipal meeting was held February 18<sup>th</sup> at Pine Grove Township and all Townships want to continue with the agreement; the committee made several decisions that need to be ratified by all the municipalities' Board of Supervisors. Kosack moved to re-appoint Frank Fox, Matthew Brandt, and Robert Pankake as UCC Appeals Board Members and Thomas Hlavaty as 1<sup>st</sup> Alternate Board member until January 2017. Stump seconded the motion, all were in favor and motion carried 2 to 0.  
Kosack move to appoint the Township Manager as the UCC Appeals Board Committee Member for Pine Grove Township. Stump seconded the motion, all were in favor; motion carried 2 to 0.

**Engineer / Planning Commission**

- **Aungst, Lloyd & Margaret Minor Subdivision** – Kosack moved to approve the Lloyd & Margaret Aungst Subdivision Sewage Planning Exemption, Stump seconded the motion, all were in favor and motion carried 2 to 0.
- **Stahl Boundary Line Adjustment** – Kosack moved to approve the Stahl Boundary Line Adjustment Planning Waiver & Non-Building Declaration, Stump seconded the motion, all were in favor and motion carried 2 to 0.
- **Miller/Lehman Boundary Line Adjustment** – Kosack moved to approve the Miller/Lehman Boundary Line Adjustment Planning Waiver & Non-Building Declaration, Stump seconded the motion, all were in favor and motion carried 2 to 0.
- **Stanhope Development** – Ferguson said the letter-of-credit is expiring and could be reduced by a few thousand dollars, but Mr. Riehl is not requesting the reduction and has asked his bank to renew the letter until October of 2016 when the security agreement for Nut Grove Road improvements is no longer required.

**Recreation Board**

- **Pavilion Rental** – The Supervisors discussed the Recreation Board's recommended fees for the new large pavilion in the Recreation Area. Stump moved to approve the Recreation Board's recommendation for the 2016 rental rates of the new large pavilion at \$100 for Township residents and \$150 for non-resident with rentals limited to residents of Pine Grove Area School District; refunds of \$50 will be given if the area is cleaned up and a rental agreement must be signed and approved by the Recreation Board representative for exclusive use on a specific day and time. Kosack seconded the motion, all were in favor and motion carried 2 to 0.
- **Picnic Tables** – Stump moved to approve the purchase of the 8' stained picnic tables within the budgeted amount. Kosack seconded the motion, all were in favor and motion carried 2 to 0.
- **Pet Waste Station** – Stump moved to approve the purchase of a Pet Waste Station as requested by the Recreation Board, Kosack seconded the motion, all were in favor; motion carried 2 to 0.

**Road Foreman** – Stump said the road crew is cleaning up the shop and getting it in shape.

**Zoning Hearing Board** – Kosack said a hearing will be held at 6:30 PM on March 24, 2016 to hear a request from Fanelli Group, Inc. for Uses Permitted by Special Exception, §522.1(F) for 2 Pleasant Valley Road, Pine Grove, PA.

**Zoning Officer / Floodplain Administrator** – The Zoning Officer issued no new permits, received 24 phone calls, 1 complaint, performed 2 inspections in February, and reviewed 1 plan under the floodplain administration.

**OLD BUSINESS**

**Township Manager Job Description** – Kosack noted the job description is still a work in progress and under review by the Solicitor.

**NEW BUSINESS**

**Smiles for Miles 5K** – Ferguson said Leanna and Jennifer Reeves contacted the Township about holding their annual benefit 5k run on May 21, 2016, requested permission to use the Township parking lot, bathrooms, and having Emergency Management help with traffic control on Oak Grove Road. Stump move to approve the use of the Township roads and parking lots for the Smiles for Miles 5k run on May 21, 2016. Kosack seconded the motion, all were in favor; motion carried 2 to 0. Ferguson introduced Kevin Frantz, the Township’s Emergency Management Coordinator, and said he has been helping the Township with events since Community Day last Fall. Ferguson said Mr. Frantz has been very active in the Township and will coordinate the safety aspects of the 5k run.

**Workers Comp Insurance** – Ferguson said the agent for HDH Group, our new property and liability insurance, could also be the agent for AmeriHealth, our existing workers comp insurance. Ferguson said it would be more efficient to have all the insurance policies under one agent and requested approval for the change. Kosack moved to approve a letter to AmeriHealth appointing the HDH Group as our agent of the Workers’ Comp policy effective April 1, 2016. Stump seconded the motion, all were in favor and motion carried 2 to 0.

**Record Archiving** – Ferguson read the resolution to destroy records as permitted by the Pennsylvania Historical Museum Commission that governs record retention in Pennsylvania. Ferguson said Cindy Hummel and the road crew went through boxes of old records from as far back as the sixties that were stored in the garage; these and other records are listed on the resolution for shredding. Stump moved to approve Resolution #2016-03 authorizing the disposition of public records as listed on the attachment to the resolution. Kosack seconded the motion, all were in favor; motion carried 2 to 0.

**Telephone System Quotes** – Ferguson presented quotes from Comcast and NorTel for a new phone system. Ferguson said NorTel quoted an analog system like the Township currently has and both companies quoted VOIP (Voice over IP, Internet based) systems. Ferguson discussed the following quotes and information with the Board:

	<u>COMCAST VOIP</u>	<u>NORTEL VOIP</u>	<u>NORTEL ANALOG</u>
Installation charges	\$312.30	\$350.00	\$7,599.00
Monthly recurring fees	\$339.20	\$186.94	\$136.76

Ferguson noted Comcast’s quote required increased internet speed and additional hardware installation. Stump moved to approve the Nortel VOIP system proposal. Kosack seconded the motion contingent that the internet speed would be sufficient for the system. Stump agreed to Kosack’s amendment to the motion; all were in favor and motion carried 2 to 0.

**CORRESPONDENCE**

**County Recycling Coordinator** – Ferguson gave information from a County email relaying they will not be holding an electronics recycling event this year, it will be up to individual municipalities to hold events for their residents. Ferguson suggested it is an opportunity for Pine Grove Township to work with other townships as we are doing with the UCC Appeals Board.

Kosack said Ferguson should contact the other townships to see if they were interested. Joan Schwer asked about recycling batteries and Ferguson said she would check into it.

**Interstate 81 Construction** – Ferguson said an email from the County noted the I-81 project will begin work on March 9<sup>th</sup> with placement of temporary concrete barriers and the change-over to all traffic on the northbound lanes will happen at a later date.

**Schuylkill Keep It Pretty (SKIP)** – Ferguson said the Township received a letter from the director of SKIP asking the Township to participate in their Spring cleanup to be held during “Earth Day Week” on April 21<sup>st</sup> through April 24<sup>th</sup>. No discussion was held and Ferguson offered the information to anyone who is interested in taking part of the activities.

**PUBLIC COMMENT**

**Allen Aungst** said the Recreation Board agreed to open the Recreation Area bathrooms tomorrow because of the nice weather.

**ADJOURNMENT** – Stump moved to adjourn the meeting at 8:08 PM, Kosack seconded the motion, all were in favor and motion carried 2 to 0.

**Respectfully submitted, Kathy Ferguson, Township Manager**  
**Approved by the Board of Supervisors on April 13, 2016.**