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# **PINE GROVE TOWNSHIP SUPERVISORS**

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

**SEPTEMBER 14, 2016 MEETING MINUTES**

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**CALL TO ORDER** - Chairman Bruce Kosack called the September 14, 2016 meeting to order with the Pledge of Allegiance at 6:30 PM. In attendance were Vice-Chairman Jeffery Zimmerman, Solicitor Gino DiNicola, Township Manager Kathy Ferguson, and others; list on file. Supervisor Ray Stump, Road Foreman Rodney Fidler and Zoning Officer Dan Bode were absent.

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

## **MINUTES / FINANCIAL ITEMS**

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

**Treasurer's Reports** – Ferguson reported the July Combined Funds ending balance was \$3,704,172.86. August General Fund beginning balance was \$475,779.90; receipts were \$90,860.10; expenses were \$43,654.42 and the August General Fund ending balance was \$522,985.58. The Capital Reserve Fund August ending balance was \$2,864,265.79 and the Liquid Fuels Fund August ending balance was \$365,633.07. The August Combined Funds ending balance was \$3,752,884.44. Kosack moved to approve the Treasurer's July and August reports, Zimmerman 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 \$52,799.83; Zimmerman seconded the motion; all were in favor of the motion and motion carried 2 to 0.

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

## **REPORTS**

### **Committee Reports**

- **Tax Collection Committee** – Ferguson noted the Tax Collection Committee will be reviewing EIT regulations proposed by DCED; the changes would mostly affect the committee. Zimmerman said there may be a proposed increase in the Earned Income Tax. Ferguson said she would look into it.
- **Workplace Safety Committee** – Ferguson said in August the Committee reviewed the steps to take after an accident happens to find the cause and prevent future accidents; the Safety Committee will continue the review in the next meeting on September 27th at 7:15 AM.
- **UCC Appeals Board** – Ferguson said the Appeals Board will meet on September 19<sup>th</sup> at 6:30 PM to render the decision on the Fanelli Group hearing. Ferguson said the UCC Appeals Board Committee and Supervisors from the three participating townships will meet on October 20<sup>th</sup> at 6:30 PM at Pine Grove Township to review the Inter-Municipal Agreement for revisions. A copy of the agreement will be emailed to the Board to review and suggestions can be sent to her for inclusion at the meeting.

**Engineer / Planning Commission** – No comments were received on the Planning Commission meeting minutes.

**Road Foreman** – No comments were received on the Foreman's monthly report.

**Zoning Hearing Board** – Kosack noted a hearing will be held on September 22, 2016.

**Zoning Officer / Floodplain Administrator** – The Zoning Officer issued 15 new permits, received 28 phone calls, 1 complaint, and performed 4 inspections in August.

## **OLD BUSINESS**

**Property Tax** – Zimmerman asked Solicitor DiNicola what needs to be done to implement the tax for 2017. DiNicola recommended advertising the ordinance in October for adoption in November if the Board wants to move forward with enacting the tax.

**Police Protection** – Kosack said there was nothing new to report and no comments were received.

**County Fall Cleanup** – Kosack said the County recycling event at Pine Grove Township will be Thursday through Saturday, September 15<sup>th</sup> through the 17<sup>th</sup> from 8 AM to Noon and they are not

**OLD BUSINESS, County Fall Cleanup, cont.**

accepting any electronics this year due to the cost. Discussion was held on the cost and alternatives for recycling electronics. Ferguson said Cindy has printed flyers to hand out during the Fall Cleanup with information from the County for places to recycle electronics.

**Township Building Air Quality** – Zimmerman said the duct cleaning services the Board approved last month were completed. Ferguson said the air seemed better after the cleaning was done, but the employees are still experiencing the same symptoms, the problem is not solved. Zimmerman said the proposal for \$2,430 (1Source) is not to fix anything, just to determine if there is anything wrong and after that they will invoice us for services to correct the issues; he feels it is an open ended proposal. Ferguson said 1Source provides diagnostic services only, she has not found anyone who will do both diagnostics and remediation.

Kosack asked if it affects the Zoning Officer and Ferguson said it has sometimes. Ferguson said she is the one who is here long hours and with consistent exposure she gets pain in her hands, etc. Ferguson said she doesn't want to work in the building anymore because she knows whenever she comes in she will be sick and won't get relief until she leaves; sometimes it takes hours after she leaves to feel better.

Zimmerman said we don't have the expenditure budgeted, how do we plan on paying for it. Zimmerman said he does not want to be derelict as an employer; the duct work and HVAC has been cleaned. Ferguson asked about the insulation. Zimmerman told Ferguson the insulation hasn't changed in the thirteen years she has been here, if anything has changed she has; that doesn't mean there is a problem with the insulation. Ferguson said the heating system has been changed and her health has declined since she is working here.

Zimmerman asked Solicitor DiNicola what liability the Township has. DiNicola said they are raising issues regarding personal medical information. Zimmerman asked if they are derelict if they don't address the issue tonight. DiNicola said generally speaking from an employer's perspective you've taken appropriate action so far. Kosack said as an employer we are obligated to find out what is wrong. Zimmerman said he would like to table it until next month's meeting.

Kosack asked how we would pay for things in an emergency situation. Ferguson said we would pay and figure it out later; take the money from Capital Reserves.

Kosack said we owe it to the employees to move forward. Discussion followed on the bid from 1Source to diagnose the problem. Ferguson said it is a two-fold issue, to diagnose the problem and to remediate the problem. Zimmerman said you cannot approve a company to do something without the cost. Ferguson said you can set a certain amount to investigate and remediate a problem. Zimmerman said he is not comfortable in doing that without firm numbers. Kosack said a decision would be made at the budget meeting on October 4<sup>th</sup>.

**NEW BUSINESS**

**Budget Meeting Dates** – The Board of Supervisors agreed to hold budget meetings at 6:30 PM on October 4<sup>th</sup>, October 25<sup>th</sup> and November 15<sup>th</sup>, Ferguson will advertise the dates and provide a budget for the Board prior to the meetings.

**County Emergency Alert System** – The Board discussed the new Emergency Alert and Community Notification System available for County and Municipal use. Ferguson said the system will allow residents to receive alerts from the County and participating municipalities via text, email, land-line phones or, a mobile application; there are no fees associated with using the system. Ferguson said training is required for up to three municipal users and an administrator. Zimmerman moved to approve participating in the Schuylkill County Emergency Alert System, Kosack seconded the motion; all were in favor and motion carried 2 to 0. The Board designated one Supervisor, Kathy Ferguson, and Cynthia Hummel to be listed as the users for the Township.

**PMRS Minimum Municipal Obligation Report** – Ferguson said the Municipal Obligation Report is an annual pension report she prepares based on employee wages for the current year that is used to calculate the Township's expected financial obligation for the pension plan in the coming year. Ferguson said the obligation for the pension plan is usually covered by State Aid to Municipal Pensions and the Township has made few contributions to the employee's pension plan; a copy of the report was reviewed by the Supervisors. Zimmerman moved to approve the PMRS Minimum Municipal Obligation Report for 2017. Kosack seconded the motion, all were in favor; motion carried 2 to 0.

**CORRESPONDENCE**

**Comcast Franchise Agreement** – Ferguson said a letter received from Comcast is to notify us the renewal period for the Township franchise agreement is open and give some information on the renewal process. Ferguson said our Comcast representative will set up a meeting and the Board will need to decide who will be involved in the negotiation process and the types of services they might like to ask Comcast in return for the franchise in Pine Grove Township. Ferguson said the current Comcast agreement is in place until 2018.

**Pine Grove Borough Request for Parade Detour** – Zimmerman moved to approve the Pine Grove Borough request to us Pine Grove Township’s road for detour purposes during the parade on October 15, 2016 from approximately 6:30 PM to 10 PM. Kosack seconded the motion, all were in favor and motion carried 2 to 0.

**Schuylkill County Township Officials Convention** – Kosack reviewed the information for the Schuylkill County Township Officials Convention on October 19, 2016.

**Williams Company** – Ferguson read the FERC “Notice of Schedule for Environmental Review” for the Atlantic Sunrise Project which stated FERC expects to issue its final Impact Statement on October 21, 2016 and public comment meetings may be held in the project area. Williams said they are expecting to receive a FERC order in early 2017 with a targeted in-service in the second half of 2017.

Zimmerman ask DiNicola if the Township is covered with regards to use of the roads. DiNicola said he has been working with other solicitors on road agreements for the affected municipalities.

**PUBLIC COMMENT** – No public comment was received.

**ADJOURNMENT** – At 7:34 PM Kosack moved to adjourn the meeting, Zimmerman 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 October 12, 2016.