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# **PINE GROVE TOWNSHIP SUPERVISORS**

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

**NOVEMBER 9, 2016 MEETING MINUTES**

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**CALL TO ORDER** - Vice-Chairman Jeffery Zimmerman called the November 9, 2016 meeting to order with the Pledge of Allegiance at 6:30 PM. In attendance were Supervisor Ray Stump, Solicitor Gino DiNicola, Township Manager Kathy Ferguson, and others; list on file. Chairman Bruce Kosack joined the meeting in progress at 6:37 PM. Road Foreman Rodney Fidler and Zoning Officer Dan Bode were absent.

**PUBLIC COMMENT ON AGENDA ITEMS** – No public comment was received.

## **MINUTES / FINANCIAL ITEMS**

**October 12, 2016 Meeting Minutes** - Stump questioned the square feet of the Eugene Martin Poultry barns in the discussion under Planning Commission waivers. Stump said the square feet is actually about 50,000, not 5,000. Zimmerman agreed. Stump moved to approve the minutes with the correction, Zimmerman seconded the motion; all were in favor and motion carried 2 to 0.

**October 25, 2016 Budget Meeting Minutes** – Stump moved to approve the minutes, Zimmerman seconded the motion; all were in favor and motion carried 2 to 0.

**Treasurer's Reports** – Ferguson reported the October General Fund beginning balance was \$544,427.67; receipts were \$38,182.40; expenses were \$64,229.16 and the October General Fund ending balance was \$518,380.91. The Capital Reserve Fund October ending balance was \$2,869,649.03 and the Liquid Fuels Fund October ending balance was \$365,876.87. The October Combined Funds ending balance was \$3,753,906.81. Stump moved to approve the Treasurer's October report, Zimmerman seconded the motion; all were in favor and motion carried 2 to 0.

- Budget Amendments – Budget amendments for transfers to Building Repair and Maintenance were tabled until the budget meeting on November 15<sup>th</sup>.

**Approval of Bills** – Zimmerman moved to approve bills in the amount of \$39,658.41; Stump seconded the motion; all were in favor of the motion and motion carried 2 to 0.

**Supervisor Bruce Kosack joined the meeting in progress.**

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

## **REPORTS**

### **Committee Reports**

- **CDBG** – Zimmerman noted funds are still available for housing rehabilitation.
- **Public Works** – Zimmerman said to Stump he misspoke at the last budget meeting about Swopes Valley Road and the HOP that was in Lebanon County; the HOP was not for the State Park, it was for the State Game Lands entrance that was put in just east of I-81. Zimmerman said in answer to Stump's statement about fixing that part of Swopes Valley Road, he agrees we do need to fix that area, it is as important as 2½ Mile Road.
- **Workplace Safety Committee** – Zimmerman said minutes were received. Ferguson said there were no new recommendations from the Committee.
- **UCC Appeals Board** – Ferguson said she advertised twice for applicants for the UCC Appeals Board and no responses were received. Ferguson asked for names of people in the construction trades she could send applications to asking them to participate on the Appeals Board, no names were given. The proposed revised agreement was briefly discussed and it was agreed the Township Solicitor would review the agreement.

### **Engineer / Planning Commission**

- **Matthew & Meloni Lehman Minor Subdivision Plan Non-Building Waiver Request** – Zimmerman moved to approve the Lehman Plan Non-Building Waiver Request as recommended by the Planning Commission. Stump seconded the motion, all were in favor and motion carried 3 to 0.
- **Oak Grove Road Natural Subdivision** – DiNicola said we received notice from Williamson Friedberg & Jones of a real estate transaction on Oak Grove Road of what engineers call a natural

**Oak Grove Road Natural Subdivision, cont.**

subdivision. DiNicola said he reviewed it with the Township engineer and they determined it did not meet the definition of a subdivision and did not need to go through the Subdivision and Land Development process. DiNicola said the Board does not need to take any action on this.

**Recreation Board** – No minutes were received. Zimmerman said the parking stops have been placed in the new paved area of the parking lot and the place looks awesome. Zimmerman said he knows the the rules and regulations for the Recreation Area are posted but he has been seeing bicycles and motorized scooters on the walking path creating an unsafe condition.

**Road Foreman** – Kosack questioned less than 24 hours per day on the Foreman’s report and asked if that meant someone was off that day; Stump said yes.

**Zoning Hearing Board** – A hearing will be held on November 17, 2016 at 6:30 PM for a request from Horst Signs for property owner Berger’s Market, for variances of a sign in a Residential Zoning District and Non-Conforming Signs.

**Zoning Officer / Floodplain Administrator** – The Zoning Officer issued 2 new permits, received 20 phone calls, no complaints, and performed 2 inspections in October.

- Swatara Creek Floodplain Restoration – Ferguson said Clauser Environmental sent a Municipal Land Use letter to be completed for their submission to DEP for the Swatara Creek Floodplain Restoration project. The Board agreed the Municipal Land Use form should be forwarded to the Zoning Officer for completion.
- Atlantic Sunrise Project Floodplain Review – Ferguson said the architect for the Atlantic Sunrise project sent a floodplain analysis for our review and comment. The Board said the floodplain review should be performed by Light-Heigel.

**OLD BUSINESS**

**Property Tax** – Zimmerman said a lot of hours were spent on the budget and the end result is we are extremely close to a balanced budget and he feels we could nix a levy of property tax at this point.

Stump said when he first came in he thought we needed a property tax, but he doesn’t think we should levy it this year because a lot of the older people are having a hard time meeting expenses.

Zimmerman said the last eight years we were unable to balance the budget and we were dwindling through our Capital Reserves Fund and you can’t run a business without cash. Zimmerman said he thought by now we would be able to recoup some, but instead we are continuing to go the other direction, however, we have done an extremely good job this year with the budget and it is his opinion the implementation of a property tax is not required this year.

DiNicola said they still have the December meeting to adopt a resolution for the tax if they need to assess a certain millage.

Discussion followed with Ferguson reminding the Board about the budget numbers and past years’ expenditures she brought to them last January. Zimmerman said he is sure we can balance the budget at the next meeting on November 15<sup>th</sup> at 6:30 PM.

**Flooring Quotes** – Ferguson said Cindy gave them all the information from the quotes for the flooring from Martin’s Flooring, Allwein Carpet One, M & M Carpeting Service, and McNulty’s Building Supply, Inc. Zimmerman thanked Cindy for getting all the quotes and the companies who took the time to supply a quote. Zimmerman said because there is still construction that needs to be done in the basement, he is not in favor of doing any flooring there right now. Zimmerman said his intent was to only replace the carpeted area, not all the flooring and he would like to see the quotes narrowed down. The flooring quotes were tabled until the budget meeting.

**Bridges** – Kosack said he spoke with Representative Tobash and someone from his office will meet with Jeff and Rod regarding the bridges. Zimmerman asked about Senator Argall and Kosack said he spoke with him briefly and would get back to him about setting up a meeting with Jeff.

**NEW BUSINESS**

**Williams Company Grant Application** – Ferguson said the Atlantic Sunrise Community Grant application of \$7,500 she applied for in September for Emergency Management radios has been approved and she has placed the order for the radios. Ferguson said she will acknowledge the donation with photos of the radios and the Emergency Management Coordinator.

**NEW BUSINESS, cont.**

**HVAC Repairs Quote** – Ferguson said the Township building currently only has auxiliary heat from propane since emergency repairs were made to the heating system because of the zone panel malfunction. Ferguson said the codes enforcement officer was in to review the system and noted some code violations with the old flex ductwork. Ferguson said the reason it was not replaced with the other ductwork is because she requested they keep the cost to a minimum. Ferguson said the back flow or return air duct is in several pieces, taped together, and in bad shape. Ferguson said the quote we received from Integrity for the HVAC repairs and replacing the flex ductwork seems reasonable and it is up to the Board if they want to replace the flex duct, but the HVAC repairs need to be done. A brief discussion was held on the repair work. Stump moved to approve the \$7,555 quote from Integrity HVAC for heating system repairs and replacement of flex duct. Kosack seconded the motion, all were in favor and motion carried 3 to 0.

**CORRESPONDENCE**

**PennDOT re Stop Sign** – The Board did not object to PennDOT replacing the stop signs on Waterfall Road approaching SR 443 and advance notice signs.

**Schuylkill County Demolition Guidelines** – Ferguson said Schuylkill County is receiving funds for demolition of vacant, blighted properties suitable for demolition and all municipalities in the County are eligible to participate in the program. Ferguson noted the Township would not have to take ownership of the property, but would have to complete a questionnaire and research the property. A property on Pleasant Valley Road was discussed, one on Birds Hill Road was mentioned and one in Ravine was discussed. The Board asked Ferguson to complete an application for the property on Pleasant Valley Road; Zimmerman will provide the address for the property.

**Pine Grove Joint Treatment Authority DCED Grant Application** – Ferguson said the Township received notification the Joint Treatment Authority is applying for a PA Small Water and Sewer Grant to rehabilitate Lift Station Number Seven at the intersection of sweet Arrow Lake Road and Spittler Road. Ferguson said this is a notice, the Board need not take any action.

**Atlantic Sunrise Project Environmental Review Schedule** – Ferguson said the notice revised the schedule for the environmental review of the project and changed the Federal Authorization Decision deadline to March 30, 2017.

**Atlantic Sunrise Project DEP Extension Granted** – Ferguson said DEP has granted an extension to the Transcontinental Gas Pipe Line Company on the technical review of the Atlantic Sunrise Project.

**Swatara Village re Brake Retarders** – Kosack said he received a letter from a Swatara Village property owner asking about brake retarders in the Township and he had recommended she talk to Rep. Tobash's office and they said she should talk to the Township. A discussion followed on the Township approaching PennDOT about the issue, no decision was made.

**PUBLIC COMMENT**

**Kathy Ferguson** thanked the Joint Treatment Authority for allowing the Township to use their building for temporary office space, for providing internet connections, and a meeting room for two weeks while work was being done in the Township building; it was very much appreciated.

**ADJOURNMENT** – At 7:36 PM Stump moved to adjourn the meeting, Zimmerman 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 December 14, 2016.**