
PINE GROVE TOWNSHIP SUPERVISORS
175 OAK GROVE ROAD, PINE GROVE, PA 17963
JANUARY 3, 2017 ORGANIZATION MEETING MINUTES

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

Appoint Temporary Chairperson – Jeffery Zimmerman nominated Ray Stump as Temporary Chairperson, Bruce Kosack seconded the motion, all were in favor and motion carried 3 to 0.

Call to Order / Pledge of Allegiance – Temporary Chairman Stump called the meeting to order at 6:30 PM with the Pledge of Allegiance. Attending were Supervisors Jeffery Zimmerman, Bruce Kosack, and Ray Stump. Also attending were Township Manager Kathy Ferguson, Gerald Lengel, Joan Schwer, Allen Aungst.

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, Kosack seconded the motion, all were in favor and motion carried 3 to 0.

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

Treasurer's Bond – Stump moved to approve renewing the \$1,000,000 Treasurer's bond in 2017 and Kosack seconded the motion; all were in favor and motion carried 3 to 0. Zimmerman said the Board should consider reducing the bond next year. A brief discussion was held on the amount of money the treasurer has access to at any time.

Compensation for mileage reimbursement – Zimmerman moved to use IRS mileage rates (currently 53.5¢ per mile). Stump seconded the motion, all were in favor; motion carried 3 to 0.

Reappoint/Set Wages of Employees – Kosack requested the Zoning Officer be included with the discussion of Codes Enforcement.

Kosack presented the cost to the Township for giving a 3% (\$7,012), 2.5% (\$5,899), 2% (\$4,683), 1.5% (\$3,544), 1% (\$2,354.64), 1.5% (\$2,354.64) or the COLA .30% (\$701.35) cost of living raise for full time employees. Zimmerman said there was nothing budgeted for raises, it should have been done before the budget was approved. Kosack motioned for full time employees to receive a .3% IRS cost of living raise at 6¢ and 5¢ per hour. Zimmerman said Fidler didn't receive a raise last year because he relinquished his position as Roadmaster to be Road Foreman and the bonus they gave last year was collectively more than what they are talking about now. Kosack said he feels the employees should always get the cost of living adjustment and wants to establish that. Stump seconded the motion made by Kosack, Zimmerman opposed the motion and motion carried 2 to 1.

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

- Planning Commission Board & Zoning Hearing Board - \$30
- PLC/ZHB Secretary - \$60
- Road Foreman & Zoning Officer - \$30
- Township Manager - \$80

Holidays for Township Employees – Zimmerman moved to keep the same holidays (New Years, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving & day after, Christmas, 2 floating holidays). 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 for 1st hour of an incident with report, additional hours paid pro-rated at \$25 per hour and court appearances paid a 3-hour minimum. Stump seconded the motion, all were in favor and motion carried 3 to 0.

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

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

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

Appoint Chairperson of Vacancy Board – Zimmerman moved to reappoint Larry Barr Sr., Kosack 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. Stump 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 – Stump moved to retain the firm of Pfeiffer, Brown, DiNicola & Frantz as Township legal counsel. Zimmerman seconded the motion, all were in favor; motion carried 3 to 0.

Appoint Sewage Enforcement Officer / Uniform Construction Code Officer / Floodplain Administrator – Kosack moved to appoint Lehigh Engineering LLC as Sewage Enforcement Officers, as Uniform Construction Code Officers, and as Floodplain Administrator and adopt their respective fee schedules. Stump seconded the motion; Zimmerman abstained because of a possible conflict of interest, motion carried 2 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

- **Elected Auditor Vacancy** – No applications were received for the vacancy, term ending January 2018.
- **Joint Treatment Authority** - No applications were received for John H. Stahl term ending January 2017.
- **Planning Commission** – Kosack moved to approve Ray Stump’s reappointment for a four-year term ending January 2021. Zimmerman seconded the motion, Stump abstained for voting; motion carried 2 to 0.
- **Recreation Board** – Zimmerman moved to approve Lawrence Hoffman’s reappointment for a five-year term ending January 2022, Stump seconded the motion, all were in favor, motion carried 3 to 0.
- **Township Water Authority** – Zimmerman moved to approve Margaret Davenport’s reappointment for a five-year term ending January 2022. Stump seconded the motion, all were in favor and motion carried 3 to 0.
- **Zoning Hearing Board** – Zimmerman moved to approve Member Mike Guigley and 1st Alternate Dale Reichert for three year terms to January 2020. Stump seconded the motion, all were in favor; motion carried 3 to 0.
- **UCC Appeals Board** – Zimmerman moved to approve Frank Fox for a three-year term ending January 2020, Thomas Hlavaty and 1st Alternate James Martin Jr. for a two-year term ending 2019, Heath Machamer and 2nd Alternate James Martin, Sr. for a one year term ending January 2018. Stump seconded the motion, all were in favor and motion carried 3 to 0.
- **UCC Inter-Municipal Committee Member** – Zimmerman moved to approve Kathy Ferguson, Township Manager as the UCC Inter-Municipal Committee Member and himself as a UCC Inter-Municipal Committee Member in the absence of the manager. Stump seconded the motion, all were in favor, motion carried 3 to 0.

Adopt PA UCC Inter-Municipal Agreement - Stump moved to adopt the revised PA UCC Inter-Municipal Agreement, Kosack seconded the motion, all were in favor and motion carried 3 to 0.

Depositories of Township Funds – Stump moved to recognize the following as depositories of Township funds: Fulton Bank, Jonestown Bank, and PLGIT. Kosack seconded the motion, all were in favor and motion carried 3 to 0. Zimmerman requested Ferguson check into Santander Bank.

Establish Time, Dates, and Location of Township Meetings – The Board of Supervisors agreed 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.

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 and Stump said they 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** – Zimmerman moved to approve Zimmerman as Fire Company Representative. Stump seconded the motion, all were in favor, motion carried 3 to 0.
- › **Labor Relations** – Kosack made a motion to appoint Kosack as Labor Relations Representative. Stump seconded the motion, all were in favor, motion carried 3 to 0.
- › **Public Works & Property** – Stump made a motion to appoint Stump as Public Works Representative. Zimmerman seconded the motion, all were in favor, motion carried 3 to 0.
- › **Tax Collection Committee** – Kosack made a motion to adopt **Resolution #2017-01** appointing Kosack as the 2017 Tax Collection Committee Primary Voting Delegate, Stump as the First Alternate Delegate, and Zimmerman as the Second Alternate Delegate for Pine Grove Township. Stump seconded the motion, all were in favor and motion carried 3 to 0.

Public Comment

- › **Zimmerman** discussed investment opportunities available to the Township and the CD that matured in December.

Executive Session - Supervisors adjourned into an executive session at 7:17 PM for personnel matters. Meeting resumed at 7:41 PM. Chairman Kosack announced no decisions were made.

Zimmerman commented on the Eagle Scout project to add to the January meeting agenda.

Adjournment – Zimmerman moved to adjourn the Organization Meeting at 7:43 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 11, 2017.