
PINE GROVE TOWNSHIP SUPERVISORS

175 OAK GROVE ROAD, PINE GROVE, PA 17963

DECEMBER 14, 2016 MEETING MINUTES

CALL TO ORDER - Chairman Bruce Kosack called the December 14, 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, and others; list on file. Solicitor Gino DiNicola, Road Foreman Rodney Fidler and Zoning Officer Dan Bode were absent.

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

EXECUTIVE SESSION – Kosack said a ten minute executive session on personnel matters was held by the Board of Supervisors prior to the start of the Township meeting, the decision will be announced later in the meeting.

MINUTES / FINANCIAL ITEMS

November 9, 2016 Meeting Minutes - Stump moved to approve the minutes, Zimmerman seconded the motion; all were in favor and motion carried 3 to 0.

October 4, 2016 and November 15, 2016 Budget Meeting Minutes – Zimmerman moved to approve the minutes, Stump seconded the motion; all were in favor and motion carried 3 to 0.

Treasurer's Reports – Ferguson reported the November General Fund beginning balance was \$518,380.91; receipts were \$69,526.42; expenses were \$104,788.46 and the November General Fund ending balance was \$483,118.87. The Capital Reserve Fund November ending balance was \$2,870,056.19 and the Liquid Fuels Fund November ending balance was \$365,996.83. The November Combined Funds ending balance was \$3,719,171.89. Zimmerman moved to approve the Treasurer's November report, Kosack seconded the motion; all were in favor and motion carried 3 to 0.

- **Jonestown Bank CD** - Zimmerman said he and Ferguson met with Bevan Kinney, the Fulton Bank CRIM investment representative, to discuss Township investments. Zimmerman said the Government has approved investments in commercial lending which brings a very safe, higher yield, but is short term. Zimmerman recommended cashing the Jonestown CD and putting it into the Fulton Capital Reserves Fund until the January meeting where it can be invested in the CRIM program, possibly with more money. The Board of Supervisors agreed to cash in the CD and move it into Fulton Bank.

Approval of Bills – Zimmerman said we have received a financial report from Suedburg Fire Company and a request for their annual donation. Zimmerman moved to approve bills in the amount of \$57,951.56 (including a \$12,500 donation to Suedburg Fire Company); Stump seconded the motion; all were in favor of the motion and motion carried 3 to 0.

- **Personnel** – Zimmerman moved to purchase \$1,200 of gift cards for the six Township employees to be paid on Friday. Stump seconded the motion; all were in favor and motion carried 3 to 0.

PERSON TO BE HEARD

Marty Sowers, Light-Heigel & Associates, representing their Codes Enforcement and Zoning services, asked the Board for re-appointment in 2017. Sowers asked for questions and concerns from the Board of Supervisors. Zimmerman asked him to please let the Township know if there any continuing education opportunities available for the Zoning Officer or Township Manager.

John H. Stahl, Township Water Authority Chairman, said the Authority Board expressed a desire to develop a plan for the future viability of the Township Water Authority. Stahl said the Authority is not large enough to hire staff so the question is how to do maintenance and meet regulatory requirements. Stahl said he has alternatives to put on the table and he feels it is time for the Supervisors to appoint a representative to be involved. Stahl said Schuylkill County Authority has expressed interest and he has delivered a response to a basic agreement they prepared. Stahl said a second party is also interested in the Authority; Pocono Water, that operates 35 small water companies. Stahl said the Authority has reached a point where they have identified potential owner/operators and he wants to know what the Supervisors thoughts are or if they have another alternative they want to recommend.

John H. Stahl, Township Water Authority Chairman, cont.

Kosack said the Supervisors were not prepared to speak about this tonight. Stahl said that is why he came to talk about it, so they can think about it for next month or February. Stahl said the County is probably the most viable because they are a public entity, have agreed to take over the debt, and they have the resources to manage and expand the system.

Stahl said over the last few months he prepared a \$500,000 grant application and hopes to receive at least a grant of \$250,000 which would be nice to transfer with the Authority to the County. Zimmerman asked if the Authority is going to transfer any income as well as debts and Stahl said yes. Zimmerman asked if Stahl is asking who the contact person is to the Authority and Stahl said he is asking for a member to participate in talks with the County. Zimmerman said his vote would be DiNicola. Zimmerman said until we have a sale agreement in front of the Supervisors, we have nothing to discuss. Stahl agreed there is no action required from the Board of Supervisors until there is a sale agreement. Stahl said he wants to know if they are in agreement with the Authority proceeding with this track. Zimmerman said until they see a purchase agreement, he guesses they are.

Stahl said he will provide the Supervisors a package to review like he gave to the County. Zimmerman said until the attorney draws up the sale agreement, all of that means nothing. Stahl asked Zimmerman if he is supportive of negotiating a deal with Schuylkill County Municipal Authority to assume operation/ownership of the Township Authority or if he wants to keep ownership. Zimmerman said until we see the agreement he can't answer that; but if the agreement is where it should be, then he personally would support it as long as it is in favor of the Township and its residents. Stahl said that is the only way he would do an agreement.

REPORTS

Committee Reports

- **Public Works & Property** – Zimmerman moved to approve the quote from MBG Contracting to fix the gable end and vent and to insulate the Township building with poly-encapsulated insulation to meet code requirements, for a cost of \$4,871.41. Stump seconded the motion, all were in favor and motion carried 3 to 0.
- **Workplace Safety Committee** – Ferguson said the safety training was on back injury prevention and use of back support belts was discussed; the next meeting will be held December 15, 2016.
- **UCC Appeals Board**
 - **PA UCC Inter-Municipal Agreement** - Ferguson said the proposed revised agreement was reviewed by the Solicitor DiNicola and his recommended changes have been made and circulated to the other two townships for approval. Zimmerman moved to approve the final revisions to the PA UCC Inter-Municipal Agreement with Tremont and Washington Townships for adoption in January 2017 contingent upon the other townships approval. Stump seconded the motion, all were in favor and motion carried 3 to 0.
 - **UCC Appeals Board Nominations** – Supervisors voted by ballot for members of the UCC Joint Appeals Board because the townships meet at different times during the month, other townships have not yet voted. Ferguson said all three townships Supervisors are voting at their December meeting and all three townships will make the same appointments to the Joint Appeals Board at their Organization meeting in January. Ferguson said five applications were received - Frank Fox, Thomas Hlavaty, Heath Machamer, James Martin Jr., and James Martin Sr. The nominee with the most votes will be appointed for a three year term, the nominee with the second highest votes will be appointed for a two year term, the nominee with third highest votes will be appointed for a one year term, and the remaining two will become alternate members.

Engineer / Planning Commission

- **Stanhope Estates Letter-of-Credit** – Kosack moved to approve the request from Philip Riehl for releasing the remaining \$20,660.00 Maintenance Agreement for Stanhope Estates as recommended by the Township engineer. Stump seconded the motion, all were in favor and motion carried 3 to 0.

Engineer / Planning Commission, cont.

- **Tractor Supply Letter-of-Credit** - Kosack moved to approve the request from Tractor Supply to reduce the remaining \$1,089,120.40 Letter-of-Credit in full as recommended by the Township engineer when the final engineers' invoices are paid and the Township is provided a copy of the NPDES Permit Notice of Termination. Stump seconded the motion, all were in favor and motion carried 3 to 0.
- **Multimodal Transportation Grant Applications** – Ferguson said Benesch is submitting Multimodal Transportation grant applications to PennDOT for Oak Grove Road Bridge, Old Forge Road Bridge, and Swopes Valley Road Bridge. Ferguson said the Supervisors need to send letters of commitment for the 30% grant matching funds and adopt a resolution for each grant application. The Supervisors agreed on the letters as submitted by Benesch and Zimmerman read resolutions numbers 2016-10, 2016-11, and 2016-12.
Zimmerman moved to authorize the following resolutions for Multimodal Transportation Fund Grants from PennDOT: **Resolution #2016-10** for Oak Grove Road Bridge (\$464,850), **Resolution #2016-11** for Old Forge Road Bridge (\$460,890), and **Resolution #2016-12** for Swopes Valley Road Bridge (\$846,655). Stump seconded the motion all were in favor; motion carried 3 to 0.

Recreation Board – December 5, 2016 meeting was cancelled. The playground inspection list was received and a brief discussion was held on anything that could be done to stop the children from crawling over the fence and crushing the top down. The Supervisors thanked the Recreation Board for their service to the community.

Road Foreman – Zimmerman asked if the truck had been re-wired. Stump said it will probably be worked on next week.

Zoning Hearing Board – December 22, 2016 hearing is cancelled, no applications were received.

Zoning Officer / Floodplain Administrator – The Zoning Officer issued 5 new permits, received 21 phone calls, 1 complaint, and performed 1 inspection in November.

OLD BUSINESS

2017 Proposed Budget – Zimmerman moved to approve the 2017 budget in the amount of \$2,672,875. Stump seconded the motion, all were in favor and motion carried 3 to 0.

NEW BUSINESS

Eagle Project – Zimmerman said a member of Troop 650 would like to work on the downstairs meeting room and polling place as an Eagle Scout project. Discussion was held on the Township choosing the materials, the cost, and time frame for the project. Zimmerman moved to have the Township pay for 50% of the materials cost, Stump seconded the motion; all were in favor and motion carried 3 to 0.

Quote for Insulating Attic, Fixing Gable End – Discussed under Property and Roads.

CORRESPONDENCE – No items requiring action by the Board of Supervisors were received.

PUBLIC COMMENT

Jeffery Zimmerman said the Township Manager and the Board did a great job on the budget.

Kathy Ferguson said to keep in mind the budget was balanced with money coming in from PEMA reimbursements.

ADJOURNMENT – At 7:40 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 February 8, 2017.