
PINE GROVE TOWNSHIP SUPERVISORS

175 OAK GROVE ROAD, PINE GROVE, PA 17963

JANUARY 2, 2018 ORGANIZATION MEETING MINUTES

APPOINT TEMPORARY CHAIRPERSON – Ray Stump nominated as Bruce Kosack Temporary Chairperson, Howard Lengel seconded the motion, all were in favor and motion carried 3 to 0.

CALL TO ORDER / PLEDGE OF ALLEGIANCE – Temporary Chairman Kosack called the meeting to order at 6:30 PM with the Pledge of Allegiance. Attending were Supervisors Bruce Kosack, Ray Stump and Howard Lengel. Also attending were Township Manager Kathy Ferguson, and Gerald Lengel.

PUBLIC COMMENT ON AGENDA ITEMS – No comments were received.

AGENDA ITEMS

Appoint Chairperson – Stump nominated Kosack for Chairman and Lengel seconded the motion; all were in favor and motion carried 3 to 0.

Appoint Vice-Chairperson – Stump nominated Lengel as Vice-Chairman, Kosack seconded the motion, all were in favor and motion carried 3 to 0.

Appoint Township Manager Secretary/Treasurer – Kosack 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.

Set Wages, Meeting Compensation of Township Employees – Kosack moved to approve the following wages and meeting pay for Township employees, Lengel seconded the motion, all were in favor and motion carried 3 to 0.

Employee	Hourly	Meeting Pay
Cynthia Hummel (Admin., Planning/Zoning Sect)	\$18.00	Meeting Pay - \$60
Dan Orwig (Road Crew)	\$18.00	N/A
Brian Huber (Road Crew)	\$18.00	N/A
Rodney Fidler (Road Foreman)	\$19.06	Meeting Pay - \$30
Kathy Ferguson Township (Manager, Sect - Treas)	\$25.00	Meeting Pay - \$80
Planning Commission & Zoning Hearing Board		Meeting Pay - \$30
Admin Part-time (28 hours or less per week)	\$12.75	Based on performance
Road Crew Part-time (28 hours or less per week)	\$12.75	Based on performance
Road Crew CDL Part-time (Seasonal Snow Plowing)	\$20-\$22	Based on experience

- **Employee Compensatory Time** – Kosack moved to approve a Personnel Policy amendment effective immediately to eliminate compensatory time and to compensate employees who have over forty hours in a week (including Holiday, Sick, Personal, or Vacation hours), at a rate of time and a half only; employees must use remaining comp time by May 1, 2018. Lengel seconded the motion, all were in favor and motion carried 3 to 0.
- **Holiday Work Pay Clarification** – The Board discussed the definition of emergency conditions and defined it as an official declared state of emergency by Federal, State or Local officials. Stump moved to amend the Personnel Policy to clarify that working on a paid Holiday during a declared state of emergency would be at double the hourly rate of pay and also the regular hourly pay for the Holiday; other work on a Holiday would be considered Call Out and paid accordingly. Lengel seconded the motion all were in favor and motion carried 3 to 0.
- **Employee Performance & Service Bonus** – Kosack said he and Ray did performance reviews on the employees for last year and he would like to set up an annual bonus for employees based on the years employed and their performance review. Kosack said he will write an amendment for the Personnel Policy to institute this on an annual basis. Kosack moved to pay the following Performance and Service Bonuses for 2017: Brian Huber and Cynthia Hummel (\$200), Rodney Fidler (\$300), Kathy Ferguson (\$500). Stump seconded the motion, all were in favor and motion carried 3 to 0.

AGENDA ITEMS, cont.

Appoint Zoning Officer - Proposals for Zoning Officer were received from Daniel Bode, Alfred Benesch, and Lehigh Engineering. Stump moved to appoint Lehigh Engineering, LLC as the Township Zoning Officer, Lengel seconded the motion; all were in favor and motion carried 3 to 0. Ferguson asked for continued employment of the current Zoning Officer through a transition period up to January 17th and the Board approved the request.

Approve Deputy Tax Collector - Kosack moved to approve Dwayne H. Kroh as Deputy Tax Collector, Lengel seconded the motion; all were in favor and motion carried 3 to 0.

Appoint Tax Hearing Officer - Kosack moved to appoint Berkheimer as Tax Hearing Officer, Lengel seconded the motion; all were in favor and motion carried 3 to 0.

Appoint Township Emergency and Code Official, Engineering and Legal Counsel – Kosack moved to approve the following appointments and adopt fee schedules as noted. Stump seconded the motion, all were in favor and motion carried 3 to 0.

- **Emergency Management Coordinator** - Kevin Frantz at \$250 per incident and reimbursement for mileage.
- **Health Officer** - 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.
- **Fire Marshal** Greg Pijar / **Deputy Fire Marshal** Bert Witmer
- **Sewage Enforcement Officers** – Lehigh Engineering LLC and JB Environmental Services LLC; adopting their respective fee schedules.
- **Construction Code Officers** - Lehigh Engineering; adopting their fee schedule.
- **Floodplain Administrator** – Lehigh Engineering LLC
- **Engineering Firm** - Alfred Benesch; adopting their fee schedule.
- **Legal Counsel** - Solicitor Gino DiNicola

Appoint Township Boards and Commission Members – Kosack moved to approve the following appointments, Lengel seconded the motion; all were in favor and motion carried 3 to 0.

- **Chairperson of the Vacancy Board** - Gerald Lengel, contingent upon him being able to remain a Township Auditor.
- **Joint Treatment Authority** - Mark Todero a 5 year term to Jan 2023.
- **Planning Commission** - Frank Fox a 4 year term to Jan 2022.
- **Recreation Board** - Michael Williams a 5 year term to Jan 2023.
- **Zoning Hearing Board** - Member Donna Reilly a 3 year term to Jan 2021.
- **UCC Appeals Board** - Member Heath Machamer and 2nd Alternate James Martin, Sr; 3 year terms to Jan 2021 for both.

Affirm Established Policies, Positions, Practices, and Contracts – Kosack moved to affirm the following items, Stump seconded the motion; all were in favor and motion carried 3 to 0.

- Compensation for Mileage Reimbursement – Current IRS rate (\$.545)
- Date, Time, and Location of Monthly Meeting – 6:30 PM on the second Wednesday of each month, at the Township Building, 175 Oak Grove Road, Pine Grove.
- Depositories for Township Funds – Fulton Bank, Jonestown Bank, PLGIT
- Independent Auditors - Garcia Garman & Shea
- Preferred Advertisement Location – South Schuylkill News
- Recognize Township Fire Companies – Ravine Fire Company and Suedburg Fire Company
- Treasurer’s Bond – H. A. Thompson \$1 Million Bond

Fulton Bank Resolutions / Signatures – Kosack moved to adopt Resolutions #2018-01 through #2018-08 and complete new signature forms for Township accounts in Fulton Bank. Stump seconded the motion, all were in favor and motion carried 3 to 0.

Appoint Voting Delegate for State Association Convention – Stump moved to appoint Lengel as voting delegate for the State Convention, Kosack seconded the motion; all were in favor and motion carried 3 to 0.

AGENDA ITEMS, cont.

Select Committees / Representatives - The Board of Supervisors agreed to the following committees and representatives as listed below:

- Fire Company - Ray Stump
- Labor Relations - Bruce Kosack
- Property & Roads - Ray Stump, Howard Lengel
- Tax Collection Committee - Howard Lengel

Select Tax Committee Voting Delegates/Alternates – Kosack moved to adopt Resolution # 2018-09 appointing Lengel as Tax Committee Delegate, Kosack as 1st Alternate Delegate and Stump as 2nd Alternate Delegate. Stump seconded the motion, all were in favor and motion carried 3 to 0.

PUBLIC COMMENT

Gerald Lengel said regarding the decision to appoint Lehigh Engineering for Zoning Services, the Township should not have one company doing everything. Ferguson noted that Alfred Benesch is the engineering firm for the Township.

Bruce Kosack welcomed Supervisor Howard Lengel to the Board and Lengel said he looks forward to working with the Township.

Kosack said they had talked about doing a property book and asked if anything was put in the budget for that, Ferguson said no. Kosack noted there is software that would help us with the things we would like to do, track work orders, etc. Ferguson said software was put in the budget.

ADJOURNMENT – At 7:03 PM Kosack moved to adjourn the meeting, 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 10, 2018.