
PINE GROVE TOWNSHIP SUPERVISORS

175 OAK GROVE ROAD, PINE GROVE, PA 17963

FEBRUARY 14, 2018 MEETING MINUTES

CALL TO ORDER - Chairman Bruce Kosack called the February 14, 2018 meeting to order with the Pledge of Allegiance at 6:30 PM. In attendance were Vice-Chairman Howard Lengel, Supervisor Ray Stump, Township Manager Kathy Ferguson, Aaron Maidenford, Larry Hoffman, John Stahl, and other; list on file. Road Foreman Rodney Fidler was absent.

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

MINUTES / FINANCIAL

January 10, 2018 Meeting Minutes – Stump moved to approve the January Meeting minutes and Lengel seconded the motion; all were in favor and motion carried 3 to 0.

Treasurer's Reports – The January General Fund beginning balance was \$585,007.20, receipts were \$27,019.41; expenses were \$56,971.73 and the January General Fund ending balance was \$555,054.88. The Capital Reserve Fund January ending balance was \$3,326,135.74 and the Liquid Fuels Fund January ending balance was \$423,995.38. The January Combined Funds ending balance was \$4,305,186.00. Stump moved to approve the Treasurer's January report. Lengel seconded the motion, all were in favor; motion carried 3 to 0.

Approval of Bills – Kosack moved to approve the bills in the amount of \$51,251.22, Stump seconded the motion; all were in favor and motion carried 3 to 0.

PERSONS TO BE HEARD – No requests to be heard were received.

REPORTS

Committee Reports

- **Fire / EMS** – Aaron Maidenford from Hegins Area Ambulance reported there were 22 ALS calls in Pine Grove Township in January.
- **Public Works** – Kosack said there will be a special meeting 6:30 PM on Thursday, February 21, 2018 to discuss the Road Projects.
- **Workplace Safety Committee** – Ferguson said the employees and Supervisor Lengel viewed an hour long webinar on cold weather safety and other safety hazards on worksites including the need for hard hats and roadside mowing precautions. Ferguson said the committee will provide the employees with heat and cold index charts for weather related precautions.

Engineer/Planning Commission

- **Planning Commission Resignation** – Kosack move to accept the resignation of Andrew Logsdon from the Planning Commission. Stump seconded the motion, all were in favor and motion carried 3 to 0.
- **Venzl 4-Lot Minor Subdivision Final Plan** – Kosack moved to approve the Venzl Final Plan as recommended by the Planning Commission. Stump seconded the motion, all were in favor and motion carried 3 to 0.
- **Robert W. & Elizabeth F. Pugh Minor Subdivision Final Plan** - Kosack moved to approve the Pugh Final Plan as recommended by the Planning Commission. Stump seconded the motion, all were in favor and motion carried 3 to 0.

Lehigh Engineering (Floodplain, Zoning, Code Issues, UCC Permits)

- **Driveway Permits** – Ferguson recommended Lehigh Engineering issue driveway permits along with the other permit work they are doing for the Township. Discussion followed on the current permit process and how Lehigh can better prevent stormwater issues during the permit process. Kosack moved to approve authorizing Lehigh Engineering to issue driveway permits in Pine Grove Township. Lengel seconded the motion, all were in favor and motion carried 2 to 3.

Recreation Board – Kosack noted the January and February Meeting Minutes were received.

Road Foreman – Lengel said the Township has a problem on Brookside Road because tractor trailers are packing down the snow (even though there are "No Truck" signs posted) and the Township had

Road Foreman, cont.

to get the grader to scrape it off the road. Lengel said people don't realize the cost of salt for the roads is over \$60 per ton. Stump said an average of 18 to 20 ton of salt mixed with anti-skid is used to treat all the roads one time. Increasing the amount purchased in the salt contract was discussed. **Zoning Hearing Board** - The February 22, 2018 Hearing was cancelled because no applications were received and the December 28, 2017 Hearing Minutes were received by the Board of Supervisors.

OLD BUSINESS

Chairman of the Vacancy Board – Ferguson said Gerald Lengel, who was appointed in January, cannot serve in the position because he is a Township Auditor and according to the 2nd Class Township Code an auditor cannot hold any other elected or appointed position in the Township. Stump moved to appoint Larry Hoffman, Kosack seconded the motion; all were in favor and motion carried 3 to 0.

2012 International Property Maintenance Code – Solicitor DiNicola presented a draft ordinance for the Board to review for adoption at next month's meeting. Stump moved to authorize Solicitor DiNicola to advertise the 2012 Property Maintenance Code ordinance for possible adoption at the March Township meeting. Kosack seconded the motion, all were in favor; the motion carried 3 to 0.

Tax Collector Wage – Discussion was held on paying the Tax Collector. Ferguson gave information on what the previous collector was paid and said she cannot find any resolution or ordinance establishing the rate of pay for the re-instated real estate tax or the per capita tax which is currently paid at 5% per collected bill. DiNicola said a motion to set the real estate tax wage tonight would be acceptable with follow-up later on the per capita tax. Kosack moved to approve paying the Tax Collector \$2.50 per Real Estate Tax bill upon receipt of the collection, Stump seconded the motion, all were in favor and motion carried 3 to 0.

PennDot Bridge Bundling Agreement – DiNicola briefly reviewed details of the document received from McCormick Taylor (PennDOT Project Manager) with the Board. DiNicola said the Township is agreeing to transfer all the responsibilities to PennDOT for the design and construction of the bridges (Old Forge Road and Oak Grove Road). DiNicola recommended the Board authorize the Chairman to sign the agreement after he and the Township engineer review the document. Lengel moved to approve and authorize Chairman Kosack to sign any and all documents necessary for the Bridge Bundling Agreement, contingent upon the Solicitor's and Engineer's review. Stump seconded the motion, all were in favor and motion carried 3 to 0.

Gannett Fleming Detour Plans (Old Forge and Oak Grove Roads) - Ferguson discussed the detour plans provided for the replacement of the bridges on Old Forge and Oak Grove Roads; it was noted the Township engineer has reviewed the plans and recommends signing the approval. Kosack moved to approve and sign the detour plans from Gannett Fleming for the bridge replacement projects. Stump seconded the motion, all were in favor and motion carried 3 to 0.

NEW BUSINESS

Smiles for Miles Request – Ferguson presented a request from Leanna & Jennifer Reeves to hold a 5k memorial fundraiser on October 6, 2018 using Township roads, pavilion, Fire Police, EMC and EMS as in previous years. Kosack moved to approve the request contingent upon receiving a commitment from the Fire Police, EMC, and EMS. Lengel seconded the motion, all were in favor and motion carried 3 to 0.

Board Member Applications – Ferguson said there is a position open on the Planning Commission, the Recreation Board, and the Zoning Hearing Board and we have received three resident applications to serve on Township Boards. Discussion followed. Kosack moved to appoint Reynold Eich to the Planning Commission for a term ending January 2020, moved to appoint Margaret Davenport to the Recreation Board for a term ending January 2021 and moved to appoint James Morgan to the Zoning Hearing Board for a term ending January 2020. Lengel seconded the motion, all were in favor and motion carried 3 to 0.

Township Revised Fee Schedule – Ferguson proposed revisions to the Township fee schedule which included permit cost increases, deletion of the Demolition Permit fee as it is covered under the UCC, doubling penalties for building without a permit, and increased costs for Zoning hearings based on

Township Revised Fee Schedule, cont.

the costs of required advertising for the hearings. Kosack moved to approve the revisions to the Township Fee Schedule as proposed, effective immediately. Stump seconded the motion, all were in favor and motion carried 3 to 0.

2017 Survey of Financial Condition – Ferguson briefly reviewed the annual report to DCED regarding the municipality’s prior fiscal year. Kosack moved to approve the 2017 Survey of Financial Condition, Lengel seconded the motion; all were in favor and the motion carried 3 to 0.

Statements of Financial Interest – Ferguson said the annual forms were given to the Supervisors and others to complete, they are to be filled out using last year’s information and the due date for submission to the Township office is May 1, 2018.

CORRESPONDENCE

PennDot Connects Municipal Outreach Sessions – Ferguson said PennDot will be holding sessions to connect with municipalities so local priorities and concerns are considered in initial PennDOT planning stages of transportation projects. Ferguson said she found the new PennDOT Connects program very useful when discussing the proposed paving of SR 895.

PUBLIC COMMENT

Larry Hoffman asked if the new fee schedule will be posted on the website and Ferguson said it would be. Hoffman noted there were more drug items found in the Recreation Area parking lot and a brief discussion was held on how to handle the issue.

John Stahl spoke to the Supervisors regarding \$10,000 remaining in an Authority bank account and suggested the Township make use of the funds. DiNicola said he will check the sales agreement with the County.

DiNicola noted the Codes Enforcement Officer has an issue with a cease & desist order which may require his assistance for a vacate order.

ADJOURNMENT – At 7:38 PM Stump moved to adjourn the meeting, Kosack 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 March 14, 2018.