
PINE GROVE TOWNSHIP SUPERVISORS

175 OAK GROVE ROAD, PINE GROVE, PA 17963

JUNE 20, 2018 MEETING MINUTES

CALL TO ORDER – Chairman Bruce Kosack called the June 20, 2018 meeting to order with the Pledge of Allegiance at 6:30 PM. In attendance were Vice-Chairman Howard Lengel, Supervisor Ray Stump, Solicitor DiNicola, Township Manager Kathy Ferguson, Allen Aungst, Larry Hoffman, Joan Schwer and others; list on file. Road Foreman Rodney Fidler was absent.

NOTE: June 13, 2018 meeting was rescheduled to June 20, 2018.

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

MINUTES / FINANCIAL

May 23, 2018 Meeting Minutes – Stump moved to approve the May 23, 2018 Meeting Minutes and Lengel seconded the motion; all were in favor and motion carried 3 to 0.

Treasurer's Reports – The May General Fund beginning balance was \$591,697.16, receipts were \$137,165.26; expenses were \$81,693.04 and the May General Fund ending balance was \$647,169.38. The Capital Reserve Fund May ending balance was \$3,337,909.75 and the Liquid Fuels Fund May ending balance was \$673,892.07. The May Combined Funds ending balance was \$4,658,971.20. Stump moved to approve the Treasurer's May report. Kosack seconded the motion, all were in favor; motion carried 3 to 0.

Ferguson gave a report on the recent Fulton CRIM investment decisions made.

Approval of Bills – Ferguson stated the following invoices do not have purchase or work orders and were not signed or coded by the Road Foreman or the Roadmasters: Arthur Aungst @ \$302.00 for John Deere Mower - report, Mars Diesel @ \$364.50 for Roller - service call and battery, Miller Municipal @ \$127.80 for Stop sign and 3 Watch Child signs.

Lengel and Stump said the Aungst invoice was for a water pump and they approved the other expenses. Ferguson asked them to write an explanation on the invoice and initial the bills after the meeting.

Stump moved to approve the bills in the amount of \$64,447.02, Lengel seconded the motion; all were in favor and motion carried 3 to 0.

PERSONS TO BE HEARD – No persons requested to be heard.

REPORTS

Committee Reports

- **CDBG** – Ferguson stated a public hearing was held at 6 PM, prior to the meeting, for the Fair Housing regulations and what the funds from the Community Development Block Grant can be used for. Ferguson said there is information and funds available for assistance with housing rehabilitation.

DiNicola said he reviewed the Fair Housing Resolution stating the Township is certifying they will not discriminate in any sale, rent or lease of any house by virtue of race, color, sex, religion, national origin, handicap, etc.; he recommends the Township adopt the resolution.

Kosack moved to adopt the CDBG Fair Housing **Resolution #2018-14**, Stump seconded the motion, all were in favor and motion carried 3 to 0.

Executive Session - Kosack said the Board of Supervisors held an executive session from 6:10 PM to 6:25 PM before the Township meeting on personnel matters.

- **Labor Relations**

- **Roadmaster Position** – Stump moved to reject all candidates for the Roadmaster position, Lengel seconded the motion; all were in favor and motion carried 3 to 0.

Ferguson asked what the status of the Roadmaster position is. Stump said technically he is still the Roadmaster; he and Howard are still in charge of everything at the garage and for the time being you are going to do whatever work that has to be done, typing etc. Stump said he and Howard will do the Roadmaster's report until we pick a Road Foreman.

▸ **Labor Relations, Roadmaster Position, cont.**

Lengel said it will be like when we had a Secretary/Treasurer before, they took care of that. Ferguson said she thinks we need to clarify the positions we are to do with Labor Relations. Stump asked what she is talking about. Ferguson said the Township Manager position has changed, you need to clarify what parts of the Manager job I am not supposed to do. Lengel said we need to sit down with you and find what this is all about.

Kosack said the Manager job was clarified before you were here. Lengel said he doesn't know about it, he's just asking. Kosack said it was his duty as the Supervisor to come in and go over that; there is a Manager's job description here and that is what we are following. Stump said yes, that is why we are going to coordinate with Kathy to see how we can do this. Lengel said right, she is still Secretary/Treasurer. Kosack said Secretary/ Treasurer is not Township Manager, she is paid for both those positions. Brief comments were made on the Secretary position.

Stump said the best suggestion he has is for them to get together with Kathy and see what she wants us to do and what we want her to do. Lengel said right, the Supervisors are elected officials so why can't we sit down and have an intelligent discussion on this whole thing and square it away. Kosack said you can as long as you follow the labor relations rules. Lengel said "I follow the rules, I want to see what is up here once." Kosack said you don't get to make the rules, the rules have already been established; I want you to understand that, it is why you went to "Boot Camp" (PSATS training class). Kosack said Lengel is confusing one position with many positions, Secretary/Treasurer is a separate position that Kathy is paid for separately. Ferguson said she get separate pay for the meetings, but positions of Secretary and Treasurer are all included in the Township Manager job description.

Lengel asked why the Township has a second "Cindy" in the office and asked what her job is. Kosack asked him who he is talking about and said we are talking about the Roadmaster and the Manager here. Lengel said we are getting too many office help. Kosack said if he wants to do an efficiency study on the office, he would welcome that. An exchange followed between Kosack and Lengel regarding an efficiency study with Lengel saying he called up other Townships, we are the only Township except Washington Township that has a manager, because three people don't have time to do it.

Solicitor DiNicola interrupted saying it is probably not the proper forum to be engaging in personnel matters, it can be done in executive session. DiNicola said as he understands what transpired, the Board has agreed to reject the Roadmaster position applications and there was a request to have an informal meeting with Kathy; he suggests that should happen after the meeting or at another time. DiNicola said Kathy is officially the Township Manager and with that comes additional responsibilities, compensation, but she also has certain rights now; this is not on the agenda and he wouldn't recommend discussing it tonight. DiNicola said he does not see the need for an efficiency expert to come in. Kosack said that was brought up to him. DiNicola said Kathy does have an outstanding request for clarification on what her responsibilities are moving forward.

Stump said Kathy said she doesn't want to meet with him and Howard. Ferguson said after the yelling just now, do you think I want to sit down with you two? Stump said Kosack can sit down with us too, we have to work together. Ferguson said she understands and has been more than willing to work with all of them individually and corporately, but she is not willing to keep subjecting herself to harassment, yelling, and the pressure that she has been put under by Mr. Lengel and others – it is not a healthy work environment.

Lengel said he had one thing to bring up and was interrupted by Solicitor DiNicola who advised him to choose his words carefully and suggested the Board not go into this on the record and stated they have gone far off topic. No further discussion was held and Kosack said to Ferguson as Labor Relations he would address her issue.

REPORTS, cont.

Engineer/Planning Commission

- HEACO Limited Partnership Lot 6 Solar Innovations Building 3 Addition – Final Plan – Stump moved to approve the Solar Innovations Final Plan, Lengel seconded the motion; all were in favor and motion carried 3 to 0.
- **Old Forge Road Bridge Right-of-Way** – Ferguson said she had an opportunity to speak with Robert Bodtorf after he filed a record request seeking information on the Old Forge Bridge. Ferguson said she reviewed the right-of-way agreement with Bodtorf and his wife Sharon and they agreed to sign the right-of-way the Township needs to complete the wing wall of the bridge. Ferguson stated the agreement can be finalized with the notarized signature of the Chairman of the Board.

Recreation Board – Kosack said people have been asking about the soccer fields being available for touch football games and asked Aungst if they have a schedule for when the soccer team is using the field. Discussion followed and Allen said the Recreation Board would take a look at it. Ferguson said she was in touch with the Soccer Association President who wanted to know if the Recreation Board would like them to request use of the fields for the Fall season. Ferguson said she forwarded the email to the Recreation Board for their review and put a copy in Allen's bin. Ferguson noted the Soccer Association has a website with their schedule listed.

Road Foreman – Lengel said the road crew put in a pipe and drop box on Long Stretch Road and Oak Grove Road is taken care of. Lengel said as soon as we get the macadam in we are going to start on next year's roads. Stump said the guys are doing really good, better than they ever did. Kosack asked when they will get the man hours report for the work. Stump said they can get the report if he wants it; Kosack said he does.

Zoning Hearing Board – Kosack stated minutes from the May 24, 2018 hearing were received. Ferguson said there will be no hearing on June 28th, but the Zoning Hearing Board will hold a public meeting to work on revising the Zoning Ordinances.

OLD BUSINESS

Multimodal Transportation Fund Commitment Letter / Contract – Ferguson said in January the Township committed \$364,983 to the Swopes Valley Road Bridge Replacement project and we have received the contract and the commitment letter for signatures of the Chairman. Ferguson said the only thing that has changed since our prior approval is the source of the Township funding; we originally stated we were going to use Liquid Fuels Funds. Ferguson said when she was contacted to confirm the funding, we had contracts out for road projects that did not leave enough in the Liquid Fuels Fund and as Treasurer she changed the funding source to General Funds.

PennDOT Bridge Bundling Funding Adjustment – Ferguson said we received a Letter of Adjustment regarding the Old Forge Road and Oak Grove Road bridges and explained PennDOT redistributed costs of the project by using cost savings in the Design and Right-of-Way area to compensate for higher than projected costs in the Utilities and Construction areas. Ferguson noted the savings in the design cost came from work Benesch completed for the Township during prior years of applying for grants. No action is needed by the Township on this adjustment.

Light-Heigel – Incomplete UCC Inspections

Kosack moved to authorize Light-Heigel as third party UCC Inspectors in Pine Grove Township, limited to completing outstanding permits prior to January 2017. Stump seconded the motion, all were in favor and motion carried 3 to 0.

NEW BUSINESS

County Office of Solid Waste Annual Fall Clean-Up – Discussion was held on having other municipalities assist manning the event, etc. The Board of Supervisors directed Ferguson to check with the County and say the Township would host the recycling event only if electronic items were being accepted.

Zoning Officer Request §812 Certificate of Intent – Stump moved to authorize Solicitor DiNicola to clarify Zoning Ordinance §812 (Certificate of Intent to Continue Business), for the Zoning Officer. Lengel seconded the motion, all were in favor; motion carried 3 to 0.

CORRESPONDENCE

PennDOT – Preconstruction Conference – Ferguson stated PennDOT is holding a preconstruction meeting on June 25th for work they have planned in their right-of-way on SR 443 in Pine Grove Township and Washington Township; the information is available if the Board wants someone to attend.

PUBLIC COMMENT

Larry Hoffman asked who the new UCC people are and Kosack said Lehigh Engineering.

ADJOURNMENT – At 7:35 PM Stump moved to adjourn the meeting, Lengel 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 July 11, 2018.