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# **PINE GROVE TOWNSHIP SUPERVISORS**

**175 OAK GROVE ROAD, PINE GROVE, PA 17963**

**SEPTEMBER 12, 2018 MEETING MINUTES**

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**CALL TO ORDER** – Vice-Chairman Howard Lengel called the September 12, 2018 meeting to order with the Pledge of Allegiance at 6:30 PM. In attendance were Supervisor Ray Stump, Solicitor DiNicola, Township Manager Kathy Ferguson, Larry Hoffman, Bobby Brown, and others, list on file. Chairman Bruce Kosack was absent.

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

## **MINUTES / FINANCIAL**

**August 8, 2018 Meeting Minutes** – Stump moved to approve the August 8, 2018 Meeting Minutes and Lengel seconded the motion; all were in favor and motion carried 2 to 0.

**August 8, 2018 CDBG Public Hearing Minutes** – Lengel moved to approve the August 8, 2018 Public Hearing Minutes and Stump seconded the motion; all were in favor and motion carried 2 to 0.

**Treasurer's Reports** – The August General Fund beginning balance was \$358,768.15, receipts were \$97,389.74; expenses were \$67,045.94 and the August General Fund ending balance was \$389,111.95. The Capital Reserve Fund August ending balance was \$3,353,675.78 and the Liquid Fuels Fund August ending balance was \$677,064.33. The August Combined Funds ending balance was \$4,419,852.06. Stump moved to approve the Treasurer's August report. Lengel seconded the motion, all were in favor; motion carried 2 to 0.

- Investment Update – Ferguson said two commercial papers were reinvested; one at 2.52% due May 2019 and the other one at 2.53% due June 2019. Ferguson said she reinvested a CD that matured into a shorter term due in March 2019 to stagger the investments further apart. Ferguson noted it is expected the Federal Reserve will raise the interest rate when they meet on September 26<sup>th</sup> and they may raise it again later this year; she did not invest in anything longer than nine months as the rates keep rising. Ferguson said she will hold a commercial paper coming due at the end of September to see if we need those funds to pay the paving contract in case we cannot use our Liquid Fuels Funds due to not having project approval from our PennDOT rep.

**Approval of Bills** – Stump moved to approve the bills in the amount of \$49,224.32, Lengel seconded the motion; all were in favor and motion carried 2 to 0.

- New Enterprise Paving Invoice - Stump moved to authorized the transfer of \$302,000 from Capital Reserves Fund to General Fund for the payment of the 2018 Road Paving Project in the amount of \$301,687.22. Lengel seconded the motion, all were in favor; motion carried 2 to 0.

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

## **REPORTS**

### **Committee Reports**

- **CDBG / Pine Grove Township Agreement** – DiNicola said the agreement between Pine Grove Township and Schuylkill County is for the County to administer the Community Development Block Grant funds on behalf of the Township; the Board needs to authorize the Vice-Chairman to sign the agreement to continue the program as it has been working. Stump moved to authorize the Vice-Chairman to sign the Community Development Block Grant agreement on behalf of the Township, Lengel seconded the motion, all were in favor and motion carried 2 to 0.
- **Fire Company / EMS** – Stump said he won't have anything from the fire companies until they have their meeting.
- **Labor Relations** – Lengel announced Labor Relations and called for an Executive Session.

**Executive Session** – Township Manager Ferguson asked if she should join the Board and Vice-Chairman Lengel said no. The Board of Supervisors and Solicitor DiNicola adjourned into Executive Session at 6:38 PM. Lengel reconvened the meeting at 6:58 PM. Solicitor DiNicola said no action will be taken by the Board of Supervisors as a result of the Executive Session.

## Committee Reports

### ▸ Labor Relations, cont.

- Employee Punch In/Out Margin – Stump moved to give the employees a 7-minute margin for punching in and out. Lengel seconded the motion, all were in favor and motion carried 2 to 0.

### ▸ Public Works / Property / Roads

- Oak Grove Road Stormwater – Ferguson reported Ralph Hummel from Lehigh Engineering wrote a letter to Eileen Miller re the stormwater issue, he visited the properties, spoke with the Road Foreman and he will submit a report with his recommendations for correcting the issues.
- Surveillance Cameras – Ferguson reported two of the cameras stopped working and she provided quotes for repairing the cameras which are about eight years old and out of warranty (base estimate is \$1,455 with no guarantees they could be fixed) or replacing the cameras with a new warranty (\$4,059). Stump moved to authorize the purchase and installation of two new replacement surveillance cameras from Reeds Lock & Access Control Systems, Inc., including installment and programming for \$4,059.74. Lengel seconded the motion, all were in favor and motion carried 2 to 0.

## Engineer/Planning Commission

- Mars Diesel Final Land Development Plan – Stump moved to approve the Mars Diesel Final Land Development Plan and waivers as recommended by the Planning Commission. Lengel seconded the motion; all were in favor and motion carried 2 to 0.
- Bohler Minor Subdivision & Boundary Line Adj. Final Plan – Stump moved to approve the Bohler Minor Subdivision & Boundary Line Adj. Final Plan, Lengel seconded the motion; all were in favor and motion carried 2 to 0.
- City of Lebanon Authority Minor Subdivision Final Plan Planning Waiver & Non-Building Declaration – Stump moved to approve the Planning Waiver & Non-Building Declaration for the City of Lebanon Authority Minor Subdivision Final Plan. Lengel seconded the motion, all were in favor and motion carried 2 to 0.
- Spittler - Lucas - Freeman Natural Subdivision – Ferguson read the letter from Township engineer Ryan Fasnacht stating the information Surveyor Robert Lehr provided represents a natural subdivision which according to Pine Grove Township's Subdivision and Land Development Ordinances does not require a plan to be filed with the Township. Ferguson said no action needs to be taken by the Board, it is on the agenda tonight to be part of the Township record and a copy of the information will be filed with the Township's recorded plans if anyone cares to look at it. Solicitor DiNicola said his office has reviewed the information and concurred with the Township Engineer on the matter.

**Recreation Board** – Stump said he has had complaints about the soccer team taking over the Recreation Area, parking on the road and not where they are supposed to park. Discussion followed on the issues in the Recreation Area relating to the soccer team activities.

Bobby Brown said it was suggested to the soccer teams to schedule more time between games to alleviate some of the parking problems. Larry Hoffman said the Recreation Board just received the sign with the rules for the whole park. More discussion followed, but no decisions were made.

**Zoning Hearing Board** – Ferguson referred to the Zoning Hearing Board workshop meetings and said they have done a lot of work on updating definitions and revising outdated sections in the zoning ordinance. Ferguson noted September 27<sup>th</sup> will be the last of the meetings they had requested from the Board of Supervisors to work on the project. Ferguson said the Zoning Hearing Board will be sending a letter to the Supervisors requesting assistance from Benesch Engineering and the Township Zoning Officer to revise the section for riparian buffer zones along stream banks and to revise the timbering sections of the Zoning Ordinance.

Solicitor DiNicola said the proposed revisions will need to go to the Planning Commission for review and a public hearing must be held before the revisions can be adopted, it may take several months. Stump moved to authorize Benesch to provide a proposal to incorporate proposed revisions into the Township Zoning Ordinances. Lengel seconded the motion, all were in favor; motion carried 2 to 0.

## OLD BUSINESS

**Regional Police Force Feasibility Study** – Lengel said a meeting will be held at the Borough on October 3<sup>rd</sup> at 11 AM with the parties involved, it is not a public meeting.

**Tree Removal Along Township Roads** – DiNicola said he sent the Board a letter with several options; a comprehensive option establishing a shade tree commission for all trees in the township which could be costly and based on the Township volunteer rate, he would not recommend it. DiNicola said the Township could also have a tree removal policy, but the Township code is pretty self-explanatory and he doesn't think the Township needs to do anything other than what is allowed in the code.

DiNicola said the code allows the Township to remove a tree if it is a danger to the highway and in the right-of-way. DiNicola added if it is over six inches in diameter, the property owner should probably be notified and if it is a larger tree the wood should be left for the property owner.

Lengel asked if there is a tree on the Township right-of-way and the property owner does not want it cut down, if there is an accident (because of the tree), will the property owner have responsibility. DiNicola said that would depend on where the tree is and if the Township put the owner on notice that it was a hazard, etc. DiNicola said the Township has pretty good leeway to take down trees in right-of-way if they are a hazard and they give proper notice to the owner.

**County Fall Clean Up** - Pine Grove Township will host a site for the County Fall Clean Up on September 13<sup>th</sup> and 14<sup>th</sup> from 8 AM to 3 PM, no electronics will be collected.

## NEW BUSINESS

**PMRS Minimum Municipal Obligation** - Ferguson said the Municipal Obligation Report is an annual pension plan report she prepares based on employee wages for the current year that is used to calculate the Township's expected financial obligation for the pension plan in the coming year. Ferguson said the State Aid for the pension plan usually covers the Township expenses for the plan. Lengel moved to approve the PMRS Minimum Municipal Obligation Report for 2019 expenses. Stump seconded the motion, all were in favor; motion carried 2 to 0.

## CORRESPONDENCE

**FEMA Flood Insurance Rate Maps** – Ferguson said the Township received preliminary Flood Insurance Rate Maps (FIRMs) from FEMA with an invitation for officials to attend a Community Outreach meeting on September 17th. Ferguson said Ralph Hummel, our Floodplain Administrator with Lehigh Engineering, will attend the meeting. Ferguson said there are three things listed the Township must do to continue participation in the National Flood Insurance Program (NFIP) – review the preliminary FIRMs, inform residents affected by changes to the maps, and adopt a new or amended floodplain ordinance that meets the requirements of the NFIP.

**Schuylkill County Township Officials Convention** – Ferguson said the Schuylkill County Convention will be held on October 17, 2018 in Barnesville and is open to Supervisors, Auditors, Tax Collectors and Secretaries. Ferguson said she mailed the ticket information to those invited and the Supervisors ticket information is in their folders.

**Pine Grove Borough Road Detour Request** – Stump moved to approve Pine Grove Borough's request to use Pine Grove Township's roads as detours during their parade on October 20, 2018, from approximately 6:30 PM to 10 PM. Lengel seconded the motion, all were in favor and motion carried 2 to 0.

**County Request for PSATS Representative** – Ferguson said the County has asked anyone from the municipality officers that is interested in being the County representative to PSATS to contact Gary Bender by October 31<sup>st</sup>.

## PUBLIC COMMENT

**Bobby Brown**, Swatara Village, submitted a map (on file) from the National Water Quality Monitoring Council that shows a 72 square mile area he says drains toward and causes flooding for Swatara Village. Brown said nothing has been done about this at the Federal, State or local level.

**ADJOURNMENT – At 7:37 PM Stump moved to adjourn the meeting, Lengel seconded the motion; all were in favor and motion carried 2 to 0.**

**Respectfully submitted,**

**Kathy Ferguson, Township Manager**

**Approved by the Board of Supervisors on October 10, 2018.**