

PINE GROVE TOWNSHIP SUPERVISORS
175 OAK GROVE ROAD, PINE GROVE, PA 17963
MARCH 23, 2006 SPECIAL MEETING MINUTES



CALL TO ORDER - Chairman Larry Zimmerman called the March 23, 2006 meeting to order at 7 PM. Attending were Supervisors Zimmerman, Herm Clemens, Allen Aungst, Judith Lehman and Jerry Wise. Also present was Secretary / Treasurer Kathy Ferguson; no members of the public were present.

Hire Part Time Office Help

Zimmerman stated the purpose of the meeting was to hire part time office help.

Clemens said he and Wise had interviewed the applicants selected by Aungst and Ferguson and all were qualified. Clemens asked if they think they will go back to a full time Host Municipal Inspector when the landfill opens. Zimmerman said he feels that is the consensus of the Board and in his opinion they will. Clemens said it would be his opinion too. Clemens said that Judy Lehman was the best qualified for the job, however when the landfill opens she will be needed full time as the Host Municipal Inspector and they would have to re-hire. Clemens discussed the other candidates and recommended the Board hire Jamie Shiffer.

Wise agreed with Clemens observations saying he felt they were all qualified and discussed the candidates. Wise said if Judy got the position, he was under the impression they decided when the landfill reopens she would certainly be going back to a full time status.

Lehman asked if he is talking about when the landfill gets the permit and starts construction.

Wise said he's not sure if that is when it would be, they really didn't discuss that. Wise said when things start to happen at the landfill, he is one who would want her there at the status she had before; he feels they would have to hire someone else again for the office. Wise said he listed his observations for them to read.

Zimmerman said he read their notes on the candidates.

Aungst said we forwarded the three best candidates for the second interview and all three candidates had necessary qualifications to do the job. Aungst said concerns for the part time situation for Judy causes him to recommend Jamie as well.

Clemens moved to hire Jamie Shiffer as the part time office help at \$10 per hour, Aungst seconded the motion. Clemens, Aungst, Wise voted in favor of the motion, Zimmerman abstained stating he had not talked with any of the applicants, Lehman also abstained; motion carried 3 to 0.

Aungst moved to establish the pay for the part time office person at \$25 for meeting pay for the Planning Commission regular meetings and the Zoning Hearing Board meetings, Lehman seconded the motion, all were in favor and motion carried 5 to 0.

Aungst said he felt the hours should be specific with Ferguson having the flexibility to change them as needed and suggested 10:30 to 2:30 Monday through Friday. Discussion followed on the hours and the need for flexibility, filling in for the secretary when she is sick or on vacation etc. Aungst said if this person is doing the work for the Planning Commission then developers would know when to call with questions if there is set hours.

After discussion of hours, Aungst moved to have the part time office person work four hours in the middle of the day up to 20 hours with flexibility for the secretary to change the hours to 40 hours to cover her vacation or sick time, Clemens seconded the motion, all were in favor and motion carried 5 to 0. The Board agreed to have Shiffer start on March 27, 2006 if possible with Deichert helping to train her.

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Host Municipal Inspector

Clemens asked when the construction of the landfill will occur. Lehman said as soon as the landfill gets the permit, they will start constructing the cell.

Clemens said he feels they should be looking at what's going on when construction is started; when the landfill is permitted he would be in favor of putting the Host Municipal Inspector on full time.

Clemens moved when the landfill starts construction, the Host Municipal Inspector would become full time.

Aungst asked if it could be months before they start doing anything significant and Lehman said no, they will start as soon as the permit comes in, they have things in place already; they have their bids going out now.

Aungst said he read it will be 2007 before they take trash in. Lehman said it depends on the permit and she feels the construction is more important than when the trash comes in.

Aungst said he sees it as a progressive time in coming up to the full time situation or when we have something more concrete.

Zimmerman asked if they have to move the retention pond before they build the pad and Lehman said they will have to fill in there, the leachate lines and the electric lines are ready to go. Lehman said someone should be there checking the testing they do. Zimmerman said he disagrees with her on that, engineers are paid to do that. Lehman said she is there for the Township to protect our interest. Zimmerman and Lehman discussed the engineers who inspect the work with Zimmerman saying it is independent firms who do the testing and Lehman saying she should be on the job to verify the work being done.

Zimmerman called for a second of Clemens motion, no second was received, motion died for lack of a second.

Road Projects

Aungst said Washington Township is paving West Lake Drive this year and 1,030 feet of the road is in our Township. Aungst said the road is in fairly good shape, except for two or three spots. Aungst said it may be more cost effective to do the 1,030 feet when they pave their section instead holding off and taking equipment there for the small amount of road. Discussion followed and it was agreed to have Heinbach get Joe Kretulskie estimate the work and consider including it with this year's road work.

Voting Machines

Clemens said he and Aungst were at the training for the new voting machines and explained how the machines worked. Clemens noted for voting we will receive one machine for each 250 registered voters.

Past Due Bill

Ferguson said we had received an invoice of \$100 for the Host Municipal Inspector's annual membership with the newsletter and it was mistaken for a subscription bill and not included with the list of bills for approval. Aungst moved to approve payment of the invoice for the HMI membership, Clemens seconded the motion, all were in favor and motion carried 5 to 0.

ADJOURNMENT

At 7:50 PM Zimmerman moved to adjourn the meeting, Aungst seconded the motion and all were in favor; motion carried 5 to 0 and meeting was adjourned.

**Respectfully submitted,
Kathy Ferguson, Secretary / Treasurer**