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# **PINE GROVE TOWNSHIP SUPERVISORS**

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

**FEBRUARY 18, 2010 MEETING MINUTES**

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**CALL TO ORDER** - Chairwoman Diane Tobin called the February 18, 2010 meeting to order with the Pledge of Allegiance at 7 PM. Attending were Vice-Chairwoman Judith Lehman and Supervisor Jeffery Zimmerman. Also present were Solicitor Gino DiNicola, Roadmaster Ralph Geist, Secretary/Treasurer Kathy Ferguson, Dave Wilson, Chris Bentz, Frank Zukas, Michael Hooper, Janet Krammes, Robert Crist, Donald Wenrich, and others; list on file.

**A moment of silence was observed for Dennis Fidler, member of the Township Recreation Board.**

**PUBLIC COMMENT ON AGENDA ITEMS** – No public comments were heard.

## **MINUTES / FINANCIAL ITEMS**

- **January 13, 2010 Meeting Minutes** – Lehman moved to approve the minutes, Zimmerman seconded the motion, all were in favor and motion carried 3 to 0.
- **Treasurer's Report, December 2009 & January 2010** – Ferguson reported the revised General Fund December ending balance was \$889,684.01 and the revised December Combined Funds ending balance was \$3,860,961.89. The January General Fund beginning balance was \$889,684.01. January receipts were \$211,263.25 (includes Host fees from the Landfill) and January expenses were \$131,206.01 (includes payments for the Recreation bathroom and the Roberts Road project). The General Fund January ending balance was \$969,741.25 and the Combined Funds ending balance was \$3,941,248.44. Zimmerman moved to approve the Treasurer's Report, Lehman seconded the motion, all were in favor and motion carried 3 to 0.
  - › **Host Fees** - Lehman moved to approve the transfer of 4<sup>th</sup> Quarter Host Fees (\$161,323.52) from the General Fund to the Capital Reserve Fund PA Invest account. Tobin seconded the motion, all were in favor and motion carried 3 to 0.
  - › **Landfill Trust Payments** - Lehman moved to approve the transfer of the Landfill Host Agreement Trust payments (\$5,000 for 2009 and \$5,000 for 2010) from the General Fund to Capital Reserve Fund PLGIT Trust account. Zimmerman seconded the motion, all were in favor and motion carried 3 to 0.
  - › **CD Investment** – Ferguson reviewed the available liquid assets after the transfers the Board approved are made and gave interest rates for 15 month, 12 month and 9 month CD's she received from the banks the Township uses. Ferguson recommended investing \$500,000 in a 15 month CD with Fulton Bank at 1.20%. Zimmerman moved to authorize Ferguson to transfer \$500,000 from General Fund to Capital Reserve Fund and to purchase a 6 month CD from the bank with the highest rate. Lehman seconded the motion, all were in favor and motion carried 3 to 0.
  - › **Fulton On-line Banking** - Ferguson said the Township can have on-line banking for all the Township accounts with Fulton Bank for \$30 per month. The Board asked Ferguson to get the details of what is offered (in writing) for them to consider.
- **Approval of Bills** – Lehman moved to approve the bills totaling \$45,450.94 for payment. Zimmerman seconded the motion, all were in favor and motion carried 3 to 0.

## **PERSONS TO BE HEARD**

- **Dave Wilson, AFLAC** representative asked the Board for permission to meet with the employees during work hours. The Board said Ferguson can ask the employees if they are interested and set up a time during work hours to meet with Wilson if there is interest.

**PERSONS TO BE HEARD, cont.**

- **Chris Bentz (Benesch)** reviewed the Roberts Road project and said the winter shut-down ends in April with the final course of paving and the cul-de-sac part of the project still to be completed. An issue of non-payment to sub-contractor Lanes Cranes was discussed and Bentz said before we make the last payment to Grand Prix Excavating, they will make sure it is paid. The sewer line being hit twice was also discussed. Bentz said the charge was not anything additional; the Township did not pay for the sewer line being hit.
- **Frank Zukas (SEDCO)** reviewed the grant information for the Roberts Road project and said an additional \$100,000 in funds has been earmarked for the project according to Senator Argall's office.
- **Michael Hooper, 153 Stanhope Road**, asked the Board for permission to use Brookside Road to drive his 48 foot tractor trailer home at night. Tobin said the restrictions were placed on the road because of safety and maintenance issues. Tobin said she does not know if the Board can grant permission for him to use it and they will look into it.
- **Janet Krammes, Camp Road**, discussed with the Board of Supervisors the zoning complaint she filed on January 22<sup>nd</sup>.

**REPORTS**

- **Roadmaster** – Roadmaster Ralph Geist discussed the paving projects and recommended doing Spruce, Lover's Lane and Pine Ridge and only the leveling course on Swopes Valley. Geist said in a few years Swopes Valley could be tarred and chipped at a cost of \$12,000 a mile. Jeffery Zimmerman asked if there are any state roads we cross while plowing that we could take over and discussion on PennDOT winter maintenance agreements was held. The Board agreed to take the Roadmaster's recommendations and have him bid the paving project.
- **Clubhouse Road Resolution** – DiNicola said the County is going to deed part of Clubhouse Road to the Township and asked the Board to consider the resolution to adopt the portion of Clubhouse Road that is located in Pine Grove Township. Zimmerman moved to adopt Resolution #2010-2 accepting the portion of Clubhouse Road that is located in Pine Grove Township as a public roadway. Lehman seconded the motion, all were in favor and motion carried 3 to 0.
- **Committee Reports**
  - › Compensation & Benefits – Zimmerman said he clarified the auditors were requesting the Board of Supervisors consider discontinuing the payment in lieu of health benefits.
  - › Employee Handbook – Lehman said there was nothing to add.
  - › Fire Company – Zimmerman said flares have been received and the fire police badges will cost approximately \$800, but they are over budget so they will continue to work on that. The air packs from the landfill that Suedburg had called about had been received by them, but they do not use them. Zimmerman said he is getting a meeting together with the fire companies in April or May.
  - › Property & Roads – Tobin commended the road crew on the good job they did keeping the roads open. Tobin said they received a checklist of items that needs to be completed in the recreation area bathroom.
  - › Public Water Research Committee – Tobin asked if any applications to the committee were received, Ferguson said no.
  - › Tax Collection Committee – Robert Crist (Delegate) and Lehman (Alternate) were not able to be at the County's last meeting. Crist discussed the issue of weighted voting which some feel gives the school boards an unfair advantage. Crist will get information for the Board before the next Township meeting so they can give him some feedback on how they want him to represent the Township on the issue.

- **Committee Reports, cont.**
  - UCC Inter-Municipal Committee – Zimmerman said the three board members and the two alternates along with Herm Lengle from Tremont Township and Randy Stump from Washington Township are holding an orientation meeting on March 31<sup>st</sup> at 6:30 PM at the Township with Marty Sowers from Light-Heigel.
- **Engineers Report / Planning Commission Report**
  - Lot #1B1 & 1B2 of Aaron A. Aungst Final Plan – Zimmerman moved to approve the plan, Lehman seconded the motion, all were in favor and motion carried 3 to 0.
  - Lot #3 of Fay Michaud Boundary Line Adjustment Plan – Tobin moved to approve the plan, Zimmerman seconded the motion, all were in favor and motion carried 3 to 0.
  - Anna L. Schneck Minor Plan Sewage Module – Zimmerman moved to approve the sewage module, Lehman seconded the motion, all were in favor; motion carried 3 to 0.
  - Lot #1 & #2 of Stephen & Diane Schwartz Final Plan Sewage Module - Tobin moved to approve the sewage module, Zimmerman seconded the motion, all were in favor and motion carried 3 to 0.
- **Landfill Inspector** – No comments were received by the Board.
- **Recreation Board** – No minutes were received from the Recreation Board. Ferguson said a letter was received stating the grant they applied for was denied. Tobin said there is a new grant application time period and Mr. Petzko is preparing another application. Tobin noted the Board vacancy and said Dennis Fidler will be sadly missed.
- **Zoning Hearing Board** – Ferguson said a hearing was held on January 28, 2010 for a setback variance requested by Gaetano & Candy Cullari for a property on West Lake Drive; the Zoning Hearing Board approved the request.
- **Zoning Officer** – Tobin said the Zoning Officer position will be discussed later in an executive session.

#### OLD BUSINESS

- **Telephone System** – Zimmerman said he contacted Norstar in Wilkes-Barre and the cost would be \$100 per hour and \$85 for the service call, but they would know in the first hour if it was a system error. Zimmerman moved to contact Norstar Telecommunications for service on the telephone system. Lehman seconded the motion, all were in favor and motion carried 3 to 0. The Board asked Ferguson to schedule the service call.
- **Building Permit Form** – Ferguson said she contacted other Townships and they suggested incorporating the building permit application into the zoning permit application along with changing the fee schedule. Ferguson said she received one sample application, but it did not fit the needs of our Township. This item was tabled.
- **Records Room / Voting Room / Township Buildings Roofs** – The records room was tabled. Tobin said she asked Tom Daubert to look at the voting room downstairs and make suggestions on what would work for the election workers and the voting room was tabled. Zimmerman said the office needs a new roof, but he is not sure the garage does. Discussion followed on the need for a roof on the garage and the falling snow hazards from metal roofs. Zimmerman recommended going with shingle roofs only. Zimmerman moved to advertise for bids on 30 year architectural shingled roofs for the office building and the garage. Lehman seconded the motion, all were in favor and motion carried 3 to 0.
- **Office Assistant** – Tobin said the office position will be discussed later in an executive session.

**NEW BUSINESS**

- **Survey of Financial Condition Report** – The Board of Supervisors approved the report as prepared by the treasurer.
- **Deputy Fire Marshal** – Zimmerman moved to appoint Bert Witmer as the Deputy Fire Marshal for Pine Grove Township. Lehman seconded the motion, all were in favor; motion carried 3 to 0.

**CORRESPONDENCE**

- **PennDOT Bridge Inspection Report (Oak Grove Road/Mill Creek)** - The Board said Ferguson should put recent bridge reports in the supervisor's office for the Roadmaster to review.
- **SEDCO Scholarship Offer** – SEDCO offered to pay for the cost of supervisors to attend the PSATS training course for supervisors. The Board asked Ferguson to submit a letter to SEDCO for the reimbursement.
- **Pine Grove Borough Commends Fire Companies** – Tobin read a letter commending the response from the fire companies to the recent house fires in Pine Grove Borough.

**PUBLIC COMMENT**

- **Donald Wenrich** asked if a thank you letter will be sent to John Klinger for his service on the sewer board. The Board agreed it would be a nice gesture and Tobin said the Township has in the past selectively sent out thank you letters to individuals.
- **Donald Wenrich** asked how the payment in lieu of health benefits is listed. Ferguson explained the payment is paid as a benefit on each paycheck and it is taxed.

**EXECUTIVE SESSION** - At 8:50 PM the Board of Supervisors and Solicitor went into an executive session concerning personnel items (Zoning Officer and Office Assistant positions), pending litigation, public water research and potential real estate. At 10:06 PM the meeting resumed.

**Zoning Officer Position** – Zimmerman moved to appoint Dan Bode as the Zoning Officer for Pine Grove Township at a rate of \$20 per hour for a three month probation period with a review at the end of 90 days. Lehman seconded the motion, all were in favor and motion carried 3 to 0.

Zimmerman moved the Zoning Officer shall establish office hours, with a minimum of six hours per week to include some daytime and some evening hours. Lehman seconded the motion, all were in favor and motion carried 3 to 0.

Zimmerman moved the appointment of Dan Bode as Zoning Officer will start on Monday, February 22, 2010. Lehman seconded the motion, all were in favor and motion carried 3 to 0.

The Board asked Ferguson to send a letter to Benesch thanking them for their interim service as Zoning Officer and asking them to send any documents regarding zoning back to the Township office.

**Office Position** – Zimmerman moved to hire Melissa Dyer as a part-time Administrative Assistant, starting February 22, 2010 at the rate of \$10.95 per hour with a maximum of 36 hours a week and a 90 day review period. Lehman seconded the motion, all were in favor and motion carried 3 to 0.

**Laptop Computers** – Zimmerman said at the Supervisors training course they talked about the possible ramifications if your personal computer is used for township email etc. Zimmerman said he would like to consider a laptop for the supervisors to use and requested no more email be sent to him from the Township.

**ADJOURNMENT** – At 10:25 PM Zimmerman moved to adjourn the meeting, Tobin seconded the motion, all were in favor and motion carried 3 to 0.

**Respectfully submitted,**

**Kathy Ferguson, Secretary / Treasurer**

**Approved by the Board of Supervisors 03/10/10.**