
PINE GROVE TOWNSHIP SUPERVISORS

175 OAK GROVE ROAD, PINE GROVE, PA 17963

MARCH 10, 2010 MEETING MINUTES

CALL TO ORDER - Chairwoman Diane Tobin called the March 10, 2010 meeting to order with the Pledge of Allegiance at 7 PM. Attending were Vice-Chairwoman Judith Lehman and Supervisor Jeffery Zimmerman. Solicitor Gino DiNicola, Roadmaster Ralph Geist and Zoning Officer Dan Bode were absent. Also present were Secretary/Treasurer Kathy Ferguson, Bonnie Brown, Robert Crist, Terry Ritzman, Bernie Kulkaski, Donald Wenrich, Ronald Madison (Rettew) and others; list on file.

PUBLIC COMMENT ON AGENDA ITEMS – Bonnie Brown said she would like to comment on the Recreation Board.

MINUTES / FINANCIAL ITEMS

February 18, 2010 Meeting Minutes – Tobin moved to approve the minutes, Zimmerman seconded the motion, all were in favor and motion carried 3 to 0.

Treasurer's Report, February 2010 – Ferguson reported the General Fund February beginning balance was \$969,741.25, February receipts were \$39,883.00 and February expenses were \$232,782.01 (includes transfers of over \$171,000 to the Capital Reserve Fund). The General Fund February ending balance was \$776,842.24 and the Combined Funds ending balance was \$3,757,897.80. Lehman moved to approve the Treasurer's Report, Zimmerman seconded the motion, all were in favor and motion carried 3 to 0.

Fulton On-line Banking - Ferguson provided the written offer from Fulton Bank for on-line banking and the Board reviewed the offer. Lehman moved to approve the offer for on-line banking, motion died for lack of a second.

Approval of Bills – Zimmerman moved to approve the bills totaling \$25,329.92 for payment. Lehman seconded the motion, all were in favor and motion carried 3 to 0.

Benesch Invoices – The Board reviewed invoices from Benesch submitted by SEDCO for engineering costs associated with the Roberts Road project. Tobin moved to pay the Benesch invoices after receiving clarification from SEDCO on the amount that is due. Lehman seconded the motion, all were in favor and motion carried 3 to 0.

PERSONS TO BE HEARD – No one requested to be on the agenda.

REPORTS

Roadmaster – Roadmaster Ralph Geist was not present and no comments were received.

Committee Reports

- › Employee Handbook – Lehman said she has a statement of purpose finished that she will print for the Board to review.
- › Fire Company – Zimmerman said the fire police badges will cost approximately \$800 and they have not found a lower price. Tobin asked if this would replace all the badges for the fire police and Zimmerman said yes. Zimmerman moved to purchase the fire police badges at approximately \$800, Lehman seconded the motion, all were in favor; motion carried 3 to 0.
- › Property & Roads – Tobin said they have not received an update on when they will be working on the recreation area bathroom.
- › Public Water Research Committee – Tobin said the Board will hold an executive session on property acquisition later in the meeting.

Committee Reports, cont.

- Tax Collection Committee – Robert Crist (Delegate) gave a summary report of the actions of the committee since November, 2009. Crist thoroughly explained the weighted votes issue, answered residents' questions and noted there should be a second alternate for the Township. Tobin asked for volunteers and thanked Crist for all the information he has provided the Township.
- UCC Inter-Municipal Committee – Zimmerman said they are holding a meeting on March 31st at 6:30 PM.

Engineers Report / Planning Commission Report – Nothing was forwarded from the Planning Commission to the Board of Supervisors for approval.

Landfill Inspector – No comments were received by the Board.

Recreation Board – Minutes were received for January, February and March from the Recreation Board. Bonnie Brown discussed a "Rails to Trails" project the Borough might want to work jointly with the Township on and also discussed having joint grant applications with the Borough. Brown said there will be a workday at the Recreation Area on March 20th and asked if they could use the bathroom facility that day. Ferguson said the Township does not have an occupancy permit for the bathroom and cannot get one until the handicap entrance is complete along with other items on the checklist. Lehman will check on getting a portable toilet until the bathroom facility is open. Discussion was held on the doors and why they are not self-locking, who has keys for the bathroom and the need to find someone to clean the bathroom. It was noted there is a vacancy on the Recreation Board.

Zoning Hearing Board – The resignation of Dan Bode from the Zoning Hearing Board was received. Bode resigned to take his new position as Zoning Officer for the Township.

Zoning Officer – The Board said to forward the January request from the Swatara Home Owners Association to have the Zoning Officer attend a meeting on to the new Zoning Officer Dan Bode.

OLD BUSINESS

Telephone System – Ferguson said Norstar from Wilkes-Barre would be here on Friday for a service call on the phone system.

Building Permit Form – The Board said Ferguson should forward the information on the building permit to the Zoning Officer.

Records Room – This item was tabled.

Voting Room - Tobin said she received a proposal to remove the walls to make the voting room downstairs bigger, enclose the pump and make a closet for the phone/computer connections. Discussion followed on the proposal. Tobin moved to approve the proposal from Primeau Contracting for \$1,975. Zimmerman seconded the motion, all were in favor; motion carried 3 to 0.

Township Buildings Roofs – Zimmerman said he sent Tobin the details of the bid and Tobin said she replied to him the next day, Zimmerman said he did not get her reply. Metal roofs were discussed again with no changes to the decision in February to get bids for shingles only. Zimmerman said he would get the information to Ferguson to advertise for bids.

NEW BUSINESS

Inter-Office Communications – Zimmerman said he is in favor of using only Township owned equipment (with a policy on use) for communication. Tobin agreed there are concerns with using personal computers for Township emails. Zimmerman asked about wireless internet for the office and a computer for the supervisors to use. Tobin said she would get some ideas for the Board.

NEW BUSINESS, cont.

2010 Census - Tobin stressed the importance of the Census to the Township for funding etc.

Auto Pay of Recurring Bills – Ferguson asked the Board of Supervisors to approve paying certain recurring monthly bills with the Township credit card in addition to the ones currently being paid by credit card (website fees, cell phone bill, and Stamps.com fees) to prevent late fees and earn cash back of 1% through the credit card. Ferguson requested to pay bills for employee health insurance, regular telephone service, electric utilities, water delivery, computer support agreement and office supplies from Quill with the Township credit card. Tobin moved to approve allowing the use of the Township credit card to pay recurring bills as requested. Lehman seconded the motion, all were in favor; motion carried 3 to 0.

CORRESPONDENCE

US Census Bureau Request for use of Township Room - Ferguson said the Census Bureau has requested the use of the Township meeting room April 26th through April 30th from 8 AM to 4:30 PM for training purposes. Zimmerman moved to approve allowing the Census Bureau to use the meeting room as requested. Lehman seconded the motion, all were in favor; motion carried 3 to 0.

PUBLIC COMMENT

Terry Ritzman asked why the fire police badges cost so much. It was noted fifteen badges are being purchased.

Bonnie Brown said the road crew did a great job on the roads in February, better than the state.

Bernie Kulkaski said cooperation with the Pine Grove Borough is a good idea and it would be a good opportunity to look at the rates the Township residents pay for water from the Borough.

Donald Wenrich agreed cooperation is good, but said it needs to start from the Borough because they have never cooperated with the Township.

EXECUTIVE SESSION - At 8:25 PM the Board of Supervisors went into an executive session concerning real property acquisition and personnel. At 9:24 PM the meeting resumed. Tobin stated no decisions were made in executive session.

Property Acquisition – Tobin said they have a proposal from Rettew Associates that involves the acquisition of property and said the Board has a question. Zimmerman asked Ronald Madison (Rettew) if the proposal were signed the beginning of May, would that be enough time. Madison said no, the application deadline is July 1st and they usually look for six months to put together this paperwork; if the Board were to delay there would be no chance of completing it. Discussion on stimulus opportunities and other funding possibilities that would need the same paperwork followed.

Tobin moved to accept the proposal from Rettew for engineering services and funding assistance not to exceed \$35,200.00; Lehman seconded the motion. Tobin and Lehman voted in favor of the motion, Zimmerman opposed the motion, motion carried 2 to 1.

ADJOURNMENT – At 9:33 PM Lehman moved to adjourn the meeting, Zimmerman seconded the motion, all were in favor and motion carried 3 to 0.

Respectfully submitted,

Kathy Ferguson, Secretary / Treasurer

Approved by Board of Supervisors on 4/14/2010.