
PINE GROVE TOWNSHIP SUPERVISORS

175 OAK GROVE ROAD, PINE GROVE, PA 17963

DECEMBER 8, 2010 MEETING MINUTES

CALL TO ORDER - Chairwoman Diane Tobin called the December 8, 2010 meeting to order with the Pledge of Allegiance at 7 PM. Attending were Vice-Chairwoman Judith Lehman and Supervisor Jeffery Zimmerman. Zoning Officer Dan Bode and Roadmaster Ralph Geist were absent. Also present were Solicitor Gino DiNicola, Secretary/Treasurer Kathy Ferguson, Greg Pijar, Evan Miller, Robert Crist, Donald Wenrich, Tom Daubert, Bob Petzko, Joe Fegley, Ron Klinger, Allen Aungst, Sgt. Steve Stinsky (State Police) and others; list on file.

PUBLIC COMMENT ON AGENDA ITEMS – Donald Wenrich said he would like to comment on the budget.

MINUTES / FINANCIAL ITEMS

October 28, 2010 and November 4, 2010 Budget Meeting Minutes – Tobin moved to approve the budget meeting minutes, Zimmerman seconded the motion, all were in favor; motion carried 3 to 0.

November 10, 2010 Meeting Minutes - Zimmerman moved to approve the minutes, Lehman seconded the motion, all were in favor and motion carried 3 to 0.

Treasurer's Report – Ferguson said the General Fund November beginning balance was \$437,535.32, November receipts were \$657,560.17 (includes \$619,305.07 from Fulton CD) and November expenses were \$282,369.63 (includes \$231,604.00 in Host Fees transferred to Capital Reserve Fund). The General Fund November ending balance was \$812,725.86 and the Combined Funds ending balance was \$4,394,366.37. Zimmerman moved to approve the Treasurer's Report, Lehman seconded the motion, all were in favor and motion carried 3 to 0.

- **Jonestown Bank Investment** – Zimmerman moved to approve Resolution #2010-06 recognizing Jonestown Bank & Trust as a depository of the Township. Lehman seconded the motion, all were in favor and motion carried 3 to 0. Zimmerman moved to approve investing \$625,000 at 1.1% for 12 months with Jonestown Bank, transferred by Friday morning. Lehman seconded the motion, all were in favor and motion carried 3 to 0.
- **Recreation Area Expenses** – The Board discussed the annual reimbursement to the General Fund for the year's Recreation Area expenses. The board agreed to leave the money in the Recreation bank account and not reimburse the General Fund.
- **Landfill Trust Payment** – Tobin moved to transfer the \$5,000 Landfill Trust payment from the General Fund to the PLGIT account in the Capital Reserve Fund. Zimmerman seconded the motion, all were in favor and motion carried 3 to 0.
- **DCNR Grant Account** – Zimmerman moved to authorize Ferguson as treasurer to close the DCNR grant account before the year's end providing the remaining \$4,000 is deposited in the account. Lehman seconded the motion, all were in favor and motion carried 3 to 0.
- **Year End Funds** – The Board discussed clearing excess funds from the General Fund operating accounts and transferring them to the Capital Reserve Fund. The Board agreed to let the funds remain in the General Fund accounts.

Approval of Bills – Ferguson said a bill in the amount of \$80.75 for Host Municipal Inspector supplies was added to the list. Ferguson said the bills list also includes the \$10,000 donation to Suedburg Fire Company. Lehman moved to approve the bills in the amount of \$28,841.61, Zimmerman seconded the motion, all were in favor and motion carried 3 to 0.

PERSONS TO BE HEARD

Evan Miller (Iron Map System) was introduced by Greg Pijar and they presented information on the mapping system the fire company would like the Township to purchase for Ravine and Suedburg fire companies. Some of the items discussed:

- › Benefits – Floor plans of commercial buildings can be stored in the system along with locations of hazardous chemicals, homes with people needing assistance can be entered, it is a live system with GPS, has measuring capabilities for laying hose lines, it can show the nearest water supply, etc.
- › Software updates – One major software update per year (\$275 per license, per year) along with quarterly map updates (\$300 per year), updates can be downloaded from the internet, computers communicate with each other
- › Ordinances – There may be a need for ordinances to have businesses participate in giving information to put into the system
- › Compatibility – Software is compatible with Schuylkill County Emergency Management maps
- › Training – Training is provided, on-line seminars are offered occasionally at no charge.
- › Pricing – Questions on how long the price is good for and if the price would be better if six laptops were purchased, volume discounts are offered.
- › County Data – Schuylkill County does not have building footprints in their map data, they would have to build that for us and there might be a charge for doing that.

Robert Crist asked if the data is stored on each machine and Miller said yes. Crist said his house is seven years old and it is not yet listed on the GIS system. Miller said the data is only as good as the county's GIS data. Zimmerman asked if Version 3 will cost the same as Version 2 and Miller said yes as far as he knows. Tobin asked when Version 3 will be released and Miller said the second quarter of 2011.

The Board said they would need an updated quote with the prices guaranteed through March 1st. Miller said he would get the quote to Pijar. Lehman asked if he brought numbers along for the amount of calls they had. Pijar said he usually does a report at year end. Lehman said she would like to see that report.

REPORTS

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

Committee Reports

- › **Compensation & Benefits** – Zimmerman said the Board has copies of the 90 day evaluation for Cynthia Hummel done by Ferguson recommending a dollar per hour raise. Zimmerman said he feels Hummel is an asset to the Township and Tobin agreed saying she has picked up things very quickly. Zimmerman moved to approve a dollar raise for Administrative Assistant Cynthia Hummel increasing her hourly rate to \$13. Tobin seconded the motion, all were in favor and motion carried 3 to 0.
- › **Employee Handbook** - Lehman said she has nothing to report on the handbook.
- › **Fire Company** – Zimmerman said the fire companies' next meeting is January 10th at 6:30 PM.
- › **Property & Roads** – Tobin said Ralph Geist will be meeting with Joe Kretulskie (PennDOT rep) on January 20th to review the Swopes Valley Bridge and the bridge on Old Forge Road.
- › **Tax Collection Committee** – Robert Crist said they are going to appoint an auditor to look over the Committee's books and budget. Crist also said there is a committee of three who will be spending time with Centax learning how they will be collecting the earned income tax. Crist said the Tax Collection Committee will be meeting every three months in 2011.
- › **UCC Inter-Municipal Committee** – Zimmerman said he had nothing to report.

REPORTS, cont.

Engineers Report / Planning Commission Report – December’s Planning Commission meeting was cancelled because there were no plans needing review by the Planning Commission at that time.

- **Butler Plan** – Tobin asked the Solicitor if he had information for them on the plan. DiNicola said some issues regarding access to the property north of the subdivided parcel came to light after the plan was approved. DiNicola said as he understands it, the 12’ wide roadway which acted as a private easement was blocked after the plan was approved. DiNicola said Mr. Butler also has access from his property over some adjoining property. DiNicola said the subdivision plan has been approved and it really becomes a private issue between the various property owners; the access issues they are encountering now or in the future are really not a Township issue. DiNicola said legally he feels the Township need not do anything. DiNicola said if they have concerns about the access, they could send a letter to the developer asking to have the 12’ wide road open until the right-of-way is established as designated on the plan. DiNicola said the engineer was adamant the plan met the requirements of the SALDO and the approval of the plan was satisfactory.

Tom Daubert (Planning Commission) asked when the Planning Commission looks at a subdivision and a 44’ right-of-way is on the plan, does it mean they don’t need to put it in, they can just use an 8’ road? Daubert asked if the Township can’t compel them to put the road in. DiNicola said in this instance, they feel the Township cannot compel them to put the driveway in. Tobin said she would like to take DiNicola’s recommendation to send a letter stating the existing 12’ right-of-way remains open until it is actually moved. Discussion followed on the right-of-way issues. DiNicola said he, Kathy or the engineer could send a letter to the developers. Zimmerman moved to authorize the engineer to send a letter to the developers, Lehman seconded the motion, all were in favor and motion carried 3 to 0.

Landfill Inspector – No comments were received on the report.

Recreation Board – Tobin said the Board received a letter from Bonnie Brown giving her resignation effective immediately. Recreation Board members Bob Petzko and Joe Fegley presented the 2011 Park Development Plan. The plan includes a professional sand volleyball court and a pavilion which the Recreation Board feels would generate revenue to make the park self sufficient. The Board of Supervisors said they would follow up on the plan at the special meeting with the Recreation Board on January 3rd after the Township organization meeting. Discussion was held on finding timed locks for the bathroom doors and the website “nokey.com” was suggested. Donald Wenrich asked if the bathroom is closed and Zimmerman said yes.

Zoning Hearing Board – December hearing is cancelled, no applications received.

Zoning Officer – The Zoning Officer was not present. Tobin said he reported 3 approved permits, 1 complaint, 22 phone calls and 4 inspections in the month of November.

OLD BUSINESS

2011 Budget – Donald Wenrich asked if they are donating any money to the library. Tobin said they do not have donations specified where they are going; they pass the budget with an amount for donations and make the decision in May. Zimmerman said they don’t know who will request a donation. Wenrich said the library has the Township listed for \$26,700.00. Tobin said that is the library’s amount they would like to see, but the Township hasn’t specified any money for anybody. Wenrich said there shouldn’t be any money in the budget for the library.

Wenrich asked if they have established a wage study board for the Township. Tobin said no. Wenrich discussed the employee benefit amount. Ferguson said some of the amounts he is discussing are mandatory taxes, pension deductions from the employee’s wages and are not benefits to the employees. Zimmerman moved to adopt the 2011 budget as proposed, Lehman seconded the motion. All were in favor and motion carried 3 to 0.

OLD BUSINESS, cont.

Township Authority Financing - DiNicola said the application to abandon the water system was sent to the bankruptcy trustee to be signed by Aldick Associates; it will be sent back to him and he will submit it to the PUC for approval. DiNicola said final approval will constitute the closing date. Tobin said it doesn't appear the grant funding will be favorable and in light of that she feels the Board should consider revising the loan agreement to lower the interest rate. Zimmerman said the interest rate can be changed at any time and he feels it is premature to change it now. The Board agreed to leave it for future consideration.

NEW BUSINESS

Township January Meeting Dates – The Board agreed to hold the organization meeting on January 3, 2011 at 6 PM with a special meeting to follow with the Recreation Board. The Township meeting will be held January 12, 2011 at 7 PM. (Note: Meeting time revised to 6:30 PM at January 3, 2011 meeting.)

Board & Committee Vacancies, Terms Ending – Ferguson provided the Board with a list of Board and Committee members whose terms were ending in January and a list of vacant positions.

Maintenance Building Heating System – Zimmerman said the most important thing to consider is getting insulation in the roof system. Tobin agreed the insulation is necessary. Zimmerman said a propane system was recommended because there is less maintenance and it is a much cleaner fuel. Zimmerman said it was also recommended the chimney be inspected before installation of a new boiler. Zimmerman said at next month's meeting they should decide what they want and put it out for bid.

Tobin said the insulation could be done now as it is important and Zimmerman said for next month's meeting he will make his recommendation for specific requirements to bid for the heating system. Zimmerman said if the Board approves the insulation tonight, he will move forward with that now. Tobin moved to have blown-in insulation for the maintenance building put in according to the quote, Zimmerman seconded the motion; all were in favor and motion carried 3 to 0.

Secretary / Treasurer Request – Ferguson said she had sent the Board of Supervisors a memo asking for permission to carry over six vacation days into 2011 because there had not been personnel to cover the office during 2010 to allow her to take time off. Ferguson gave the Board a calendar showing the remaining working days in December noting the major items she needs to complete before the year's end. Lehman requested an executive session. Executive session was held at the end of the meeting.

CORRESPONDENCE

Independent Auditor Revised Agreement – Tobin moved to approve the revised agreement from Garcia Garman McCarthy & Shea, PC to perform the independent audit for Pine Grove Township for years ending December 31, 2010 and 2011. Zimmerman seconded the motion. Tobin and Zimmerman were in favor of the motion, Lehman opposed the motion and motion carried 2 to 1.

PP&L Right-of-Way Agreement for Trumbo Road – Tobin said PP&L requested to put a new pole on our property on Trumbo Road for added support between two other existing poles. DiNicola said he has reviewed the agreement; it is a standard right-of-way agreement. Ron Klinger asked what the right-of-way is on each side of the pole and DiNicola said 25 feet on each side of the pole. Tobin said for the record, the Township had received a complaint letter from a person who has property on Trumbo Road, pertaining to PP&L, their lines and trimming. Tobin moved to approve the PP&L Right-of-Way Agreement for one pole on Trumbo Road, Lehman seconded the motion; all were in favor and motion carried 3 to 0.

Bridge Report, Old Forge Road over Fishing Creek – Tobin said as stated earlier, the Roadmaster will be meeting with Joe Kretulskie (PennDOT rep) on January 20th to review the bridge.

PUBLIC COMMENT

Joan Schwer, Citizen Standard, asked who gave the quote for the insulation. Zimmerman said Clark Mechanical from Ephrata, Pennsylvania.

Sgt. Steve Stinsky, PA State Police, introduced himself as the Station Commander in Schuylkill Haven. Sgt. Stinsky said he wanted to let the Township know if they have any questions or special concerns they can give him a call at any time. Sgt. Stinsky said there were issues on Swopes Valley Road where people were throwing rocks and things off the bridge and Senator Argall's office has gotten some citizen complaints about it too. Zimmerman asked if they have been patrolling Brookside Road in the Township. Sgt. Stinsky said if there is an area of concern, call him and whoever covers that zone will spend time there. Tobin said she spoke to the trooper patrolling this area and he has been responsive in patrolling some of the troubled areas. Tobin said they appreciate his efforts very much and thanked Sgt. Stinsky for coming.

Allen Aungst said he noticed on the budget the insurance is up dramatically and he thinks it may be wise to look into self insurance with a cap on benefits, or it may be cheaper for the Township to pay the medical bills. Tobin said there were additional people added to the insurance. Zimmerman said the rate has not gone up that much; it is the number of participants that increased.

Joe Fegley asked if there is any truth to the rumor that if the municipality contributes to the library, the state can mandate the municipality to continue pay or pay a higher amount. Tobin said there is no requirement like that she is aware of. Tobin said the benefit to the library of having municipal funding is they can be a participant in the state library system.

Executive Session – The Board and Solicitor DiNicola entered into executive session on personnel matters at 9:28 PM. The meeting resumed at 9:43 PM.

DiNicola said due to the circumstances and work conditions Ferguson had this year, he would have the Board entertain a motion with respect to her request to carry over her benefit days. Zimmerman moved to authorize Kathy Ferguson to carry over six benefit days to 2011 to be used within three months, Tobin seconded the motion; all were in favor and motion carried 3 to 0.

ADJOURNMENT – At 9:45 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 on January 12, 2011.