

**PENN FOREST TOWNSHIP
BOARD OF SUPERVISORS
2010 STATE ROUTE 903
JIM THORPE, PA 18229**

MEETING MINUTES

May 1, 2017

The Regular Monthly Meeting of the Penn Forest Township Board of Supervisors was held at Penn Forest Township Municipal Building, 2010 State Route 903, Jim Thorpe, Pa.

PLEDGE OF ALLEGIANCE:

Chairman Warren Reiner asked that all in attendance stand and recite the "Pledge of Allegiance".

CALL TO ORDER:

Supervisor Warren Reiner called the meeting to order; Roll Call by Township Secretary:

Members: Warren Reiner, Chairman
Christine Fazio, Vice-Chairman
Judith Knappenberger, Supervisor (by phone)
Scott Lignore, Supervisor
Roger Meckes, Supervisor

Office Staff: Susan K. Gibiser, Secretary
Solicitor: Thomas S. Nanovic

A. PUBLIC COMMENTS ON AGENDA ITEMS ONLY---None at this time

B. MEETING MINUTES:

(1) REGULAR BOS MEETING ON APRIL 3, 2017

MOTION made by Chairman Reiner, Second by Supervisor Lignore to approve the BOS Meeting Minutes from April 3, 2017.

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES MOTION PASSED

C. SECRETARY:

(1) ACKNOWLEDGE CORRESPONDENCE RECEIVED—No Motions required

D. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 04/30/2017)

Township General Fund:	\$ 3,402,159.47	State Liquid Fuels Fund:	\$ 366,637.58
Capital Reserve Fund:	\$ 104,660.55	Sanitation Fund:	\$ 599,208.99
Septic Fund:	\$ 220,417.27	Park/Recreation:	\$ 890,793.63
SALDO	\$ 9,209.53	Payroll:	\$ 6,127.54
TOTAL:			\$ 5,599,214.56

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 04/30/2017)

Account Ending: 3394/ #5851 -	\$ 250,685.10 (6 month CD)
3382/ #4619 -	\$ 250,748.14 (6 month CD)
3383/ #4686 -	\$ 502,495.90 (1 yr CD)
TOTAL:	\$1,003,929.14

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 04/30/2017)

Account Ending: 1495 -	\$ 102,588.70
1710 -	\$ 104,339.48
0064 -	\$ 101,658.00
TOTAL:	\$ 308,586.18

TOTAL FUNDS ON DEPOSIT: **\$ 6,911,729.88**

- 1) **MOTION** made by Chairman Reiner, Second by Supervisor Meckes to accept Treasurer's Report for April 2017 (Subject to Audit).

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES MOTION PASSED

2) **PAYMENT OF THE BILLS FOR APRIL 2017**

MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to pay the bills for April 2017.

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES MOTION PASSED

E. NEW BUSINESS:

WARREN REINER, CHAIRMAN

1) **ROADMASTER REPORT FOR APRIL 2017**

Roadmaster Reiner stated the Laborers have been cleaning and doing a lot of maintenance along the shoulders of the township roads, replaced piping on Meckesville Rd, Forest Street and mowing lots of grass at the park. Roadmaster Reiner stated he wanted to discuss with the Board about hiring the two (2) part-time laborers as full-time laborers due to there is so much grass cutting to do at the park, work on township roads and lots of general maintenance throughout the township and without additional laborers, a lot of work is not getting done that needs to be done.

MOTION made by Chairman Reiner, Second by Supervisor Lignore to hire the current part-time laborers, Anthony Jacobacci and Shannon Meckes as full-time laborers, **effective May 7, 2017**. There was a discussion among the Board members: Vice-Chairman Fazio stated the hiring of full-time laborers was not budgeted for 2017, only hiring of additional part-time laborers. Also, this will cost the township more due to providing benefits for them. Supervisor Meckes and Supervisor Lignore both stated the township needs additional full-time laborers because of all the work that needs to get done at the park, on the roads and at various buildings, and transfer station it cannot all be done with only four (4) laborers. Supervisor Knappenberger stated if Roadmaster Reiner can justify the need for hiring the part-time laborers as full-time, she has no problem with it since there a lot more additional work to be done throughout the township.

ROLL CALL: JK-YES; SL-YES; CF-NO; WR-YES MOTION PASSED

Roadmaster Reiner stated the total cost of snowplowing by the contractor for the 2016-2017 winter seasons was \$42,192.00 which includes the big snow storm in March. He stated he would like to have the Board's approval to get a quote for another truck for salting the roads in the winter and for doing road repair work. The laborers are not able to haul all the material and equipment that is needed for road repair (cold patch, millings) work and maintenance, with having an additional truck, the laborers would go out to do the work and would not have to keep driving back and forth to the maintenance building for materials. The funds to pay for this truck would come from the State Liquid Fuels account at an approx. cost of no more than \$53,400.00. Roadmaster Reiner stated he had a meeting with John Davis concerning road repairs and projects for 2017. It was decided to tar and chip on Stoney Mtn Road and Danner Road. Bids will be opened at the June meeting.

MOTION made by Chairman Reiner, Second by Supervisor Lignore to have Roadmaster Reiner get a quote for a Chevy 2500 dump truck with spreader.

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES MOTION PASSED

F. PFT PARK AND RECREATION

1) OPENING OF SEALED BIDS---Restroom/Concession Stand—POSTPONED UNTIL 5/17

2) FINAL PAYMENT REQUEST #10 TO CUSTOM CONTRACTING **Review final payment request #10 and certified the Application.**

MOTION made by Chairman Reiner, Second by Supervisor Meckes to approves the Payment Request #10 in the amount of **\$ 500.00** to Custom Contracting.

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES MOTION PASSED

3) PARK & RECREATION COMMITTEE

Does the Committee want to change their monthly meetings from Tuesday to Wednesday? Rich Strack, committee member stated "Yes" the P & R committee would like to change their monthly meetings to Wednesday starting May 17th at 6:30pm. The township secretary will put an ad in the paper.

Rich stated to the Board that the P & R Committee received confirmation from two (2) sponsors for scoreboards with logos for the park. In order to finalize the agreement, the sponsors need approval from the BOS which includes the exclusive rights to the scoreboards with logos. Rich asked if the township could purchase the consoles for the scoreboard controls, approx. cost is \$2955.00

MOTION made by Chairman Reiner, Second by Supervisor Lignore to allow the two (2) sponsors to donate scoreboards with logos to the PFT Park & Recreation which includes the exclusive rights to the scoreboards with logos.

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES **MOTION PASSED**

Rick Tweed stated to the Board the P & R Committee has received fourteen (14) banner orders that are being done at the printer's and ten (10) more additional order pending. The P & R Committee sent out nineteen (19) invitations for the Flag Day celebration "Massing of the Colors" which will be held on Saturday, June 10th at 10:00am.

G. REPORTS:

TRANSFER STATION

WARREN REINER, CHAIRMAN

1) GARBAGE INVOICES HAVE BEEN MAILED FOR NEW BILLING CYCLE

Discount period is until June 30th—Residential is \$75.00; Limited is \$50.00

2) BULK AMOUNT for April 2017---\$ 841.00* / Year to Date Total: \$ 8,190.00

Prior Deposits to Garbage Acct for 2016-17 \$ 153,844.75*

2016-2017 Residential Permits (1765)	\$ 49,736.81
2016-2017 Limited Permits (801)	\$ 3,375.00
2016-2017 Commercial Permits (9)	\$ 1,550.00
TOTAL Garbage Permits Sold (July-Jan '17)	\$ 54,661.81*

Total Deposits to Garbage Acct for 2016-17 \$ 209,347.56*

3) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR APRIL 2017

Administrative & Financial Requests: (See Attached Lists)

Submitted: 19 / Responded: 19 / Total Hours: 15.75 hrs

Zoning & Septic Requests: Submitted: 36 / Responded: 36

H. ZONING DEPARTMENT

- 1) Zoning Officer--- Kathryn Forry submitted Zoning Report for April 2017
Moving Permit Report for April 2017

2) REFUND OF FIRE ESCROW FUNDS

Kathryn Forry has completed all inspections and issued a CO for the property located at 140 Parker Trail, Albrightsville, PA. The township may refund the funds being held in escrow in the amount of \$26,544.48 to the owners, Kevin Noll and Robin Burton.

MOTION made by Chairman Reiner, Second by Supervisor Lignore to refund the fire escrow funds to Kevin Noll & Robin Burton in the amount of \$26,544.48

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES MOTION PASSED

3) HOFFERICA REVERSE SUBDIVISION—Conditional Approval

Francis and Patricia Hofferica, 107 Hunter Lane, Albrightsville, PA; proposed combining two (2) lots #301 & #302 into one (1) lot #302A and have requested a waiver from Saldo; **Section 333.31--heights of all trees over 8"**; Planning Commission recommends to the BOS to grant the requested waiver and approve the plan.

A) MOTION made by Chairman Reiner, Second by Supervisor Lignore to grant the waiver 333.31 from **SALDO** as recommended by PC.

ROLL CALL: JK-Abstained; SL-YES; CF-YES; WR-YES MOTION PASSED

B) MOTION made by Chairman Reiner, Second by Supervisor Lignore to conditional approve and accept the plan as recommended by the Planning Commission.

ROLL CALL: JK-Abstained; SL-YES; CF-YES; WR-YES MOTION PASSED

4) HOLY SPIRIT SUBDIVISION AND LAND DEVELOPMENT-Conditional Approval

Mr. Sky Fogal, Sky LLC, 1519 State Route 903, Jim Thorpe, PA; proposed to subdivide an existing 35.186 into two (2) lots. Lot #1 will be 32.185 acres and will be used for the continuation of an existing use on the site. Lot #2 will be 3.001 acres and will be developed with a 6,180 sq. ft. building with the intended use for a micro distillery. The site is located at 211 North Meckesville Road. The applicant has requested the following waivers from Saldo; Planning Commission recommends to the BOS to grant the requested waivers.

- 1) Section 311.1—plan prepared at scale
- 2) Section 314.22—plan shall include natural features; trees of 8" or greater
- 3) Section 315.4—front building setback measured from street right-of-way
- 4) Section 316.113—traffic impact study
- 5) Section 438.2—right-of-way provided for existing road
- 6) Section 492.34—configuration of parking lot landscaping
- 7) Section 492.37—buffer planting area along property lines

A) MOTION made by Chairman Reiner, Second by Supervisor Lignore to grant the waivers listed above from **SALDO** as recommended by PC.

ROLL CALL: JK-NO; SL-YES; CF-YES; WR-YES MOTION PASSED

Mr. Sky Fogal, Sky, LLC requested a Conditional Approval from the BOS for the preliminary/final plan for the distillery. Daniel Wilusz stated there are pending comments that need to be addressed by the applicant, however none of these comments are major issues and the applicant is aware of all the comments from the plan review letter, dated February 22, 2017. Tom Nanovic stated if the BOS has no problem with granting the final approval of this SALDO plan prior to any outstanding comments be finalized, a letter must be sent to the applicant within fifteen (15) days stating the items that need to be addressed and must be signed and received by within a timely matter, usually ten (10) business days. The BOS had no issues with approving the Conditional Approval. The PC recommends approving and accepting the plan.

B) MOTION made by Chairman Reiner, Second by Supervisor Lignore to conditional approve and accept the plan as recommended by the Planning Commission.

ROLL CALL: JK-NO; SL-YES; CF-YES; WR-YES MOTION PASSED

I. PUBLIC COMMENTS—None at this time

J. EXECUTIVE SESSION

The BOS held an executive session to discuss legal matters from 7:55pm to 8:12pm

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:12 P.M.

MOTION to adjourn meeting by Chairman Reiner, Second by Supervisor Lignore

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES MOTION PASSED

REMINDERS:

Special meeting will be held on Wednesday, May 17th at 5:00pm to open sealed bids for the Restroom/Concession project for the park.

- 1) The Next Board of Supervisors meeting will be held Monday, June 5, 2017 at 7:00pm.*
- 2) The Park and Recreation will hold their monthly meeting on Tuesday, May 16th at 6:30pm at the Township Building.*
- 3) The Planning Commission will hold their monthly meeting on Monday, May 22nd (If needed) at the Township Building.*

**SUSAN K. GIBISER
TOWNSHIP SECRETARY**

**WARREN R. REINER
CHAIRMAN, BOARD OF SUPERVISORS**