

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

MEETING MINUTES

January 4, 2016

The Regular Monthly Meeting of the Penn Forest Township Board of Supervisors is being 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:

Chairman Warren Reiner called the meeting to order following the Reorganization meeting; Roll Call by Township Secretary:

Members: Warren Reiner, Chairman
Philip Shedaker, Vice-Chairman
Judith Knappenberger, Supervisor
Christine Fazio, Supervisor
Scott Lignore, Supervisor

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

A. PUBLIC COMMENTS:

Maria Walker—asked the BOS what the status of Behrens Road situation for making it safer for drivers. The BOS stated the township engineer conducted a survey of the road conditions and the BOS is still reviewing it and will have the township secretary contact her with any decisions the Board decides concerning Behrens Road.

Matt Schutter---asked the BOS for a copy of the reorganization meeting minutes for the auditor's meeting tomorrow, Tuesday, January 5, 2016. The township secretary stated she will provide a copy after the meeting.

B. MEETING MINUTES:

(1) REGULAR BOS MEETING ON DECEMBER 7, 2015

MOTION made by Chairman Reiner, Second by Supervisor Lignore to approve the BOS Meeting Minutes from December 7, 2015.

ROLL CALL: CF-Yes; JK-Yes; SL-Yes; PS-Yes; WR-Yes. **MOTION PASSED**

C. SECRETARY:

(1) ACKNOWLEDGE CORRESPONDENCE RECEIVED: NONE RECEIVED

D. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 12/31/2015)

Township General Fund:	\$ 2,330,761.76	State Liquid Fuels Fund:	\$ 104,144.76
Capital Reserve Fund:	\$ 164,255.76	Sanitation Fund:	\$ 758,903.42
Septic Fund:	\$ 240,929.77	Park/Recreation:	\$ 663,466.29
<u>SALDO</u>	<u>\$ 9,209.53</u>	<u>Payroll:</u>	<u>\$ 15,787.26</u>
TOTAL:			\$ 4,287,458.55

(b) PENNSYLVANIA LOCAL GOVERNMENT INVESTMENT TRUST (as of 12/31/2015)

Acct # ending 2021:	(Investment/Money Market)	\$ 2,519,338.91
Acct # ending 2018:	(Credit Card)	\$ 10,212.20
TOTAL		\$ 2,529,551.11

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (As of 12/31/2015)

Account Ending:	1495	-	\$ 102,479.92
	1710	-	\$ 103,842.35
	0064	-	\$ 101,430.58
TOTAL:			\$ 307,752.85

TOTAL FUNDS ON DEPOSIT: \$ 7,124,762.51

1) **MOTION** made by Chairman Reiner, Second by Supervisor Knappenberger to accept Treasurer's Report for December 2015 (Subject to Audit).

ROLL CALL: CF-Yes; JK-Yes; SL-Yes; PS-Yes; WR-Yes. **MOTION PASSED**

2) **PAYMENT OF THE BILLS FOR DECEMBER 2015**

MOTION made by Chairman Reiner, Second by Supervisor Lignore to pay the bills for December 2015.

ROLL CALL: CF-Yes; JK-Yes; SL-Yes; PS-Yes; WR-Yes. **MOTION PASSED**

E. NEW BUSINESS:

WARREN REINER, CHAIRMAN

1) **RESOLUTION NO. 2 OF 2016—APPOINT CPA FIRM TO PERFORM THE 2015 AUDIT**

MOTION made by Chairman Reiner, Second by Vice-Chairman Shedaker to appoint Kirk, Summa, LLC, CPA Firm to perform the 2015 Audit.

ROLL CALL: CF-Yes; JK-Yes; SL-Yes; PS-Yes; WR-Yes. **MOTION PASSED**

2) CSG PERMIT MANAGER SOFTWARE Annual Support and Maintenance Agreement

MOTION made by Chairman Reiner, Second by Vice-Chairman Shedaker to **agree** to the CSG Permit Manager Software Annual Support and Maintenance Agreement for the amount of \$1,850.00 for 2016

ROLL CALL: CF-Yes; JK-Yes; SL-Yes; PS-Yes; WR-Yes. **MOTION PASSED**

3) CARBON COUNTY CERTIFICATE OF AUTHORITIES LEVYING TAX

MOTION made by Chairman Reiner, Second by Supervisor Knappenberger to authorize the Chairman of the BOS to sign the Carbon County Certificate of Authorities Levying Tax form for 2016 for the Tax Claim Bureau office.

ROLL CALL: CF-Yes; JK-Yes; SL-Yes; PS-Yes; WR-Yes. **MOTION PASSED**

4) ROADMASTER REPORT FOR DECEMBER 2015

Chairman Reiner stated there are serious problems within the township with litter along the roads. Vice-Chairman Shedaker stated instead of posting littering fine signs, put up signs that read “Keep Our Township Beautiful, Don’t Litter” or something that would deter littering.

CHRISTINE FAZIO, SUPERVISOR

1) TAMMY MCMAHON, TOWNSHIP TREASURER—PROBATIONARY PERIOD ENDS

MOTION made by Supervisor Fazio, Second by Supervisor Knappenberger to end the probationary period for Tammy McMahon, Twp Treasurer with the effective date of January 16, 2016.

ROLL CALL: CF-Yes; JK-Yes; SL-Yes; PS-Yes; WR-Yes. **MOTION PASSED**

F. PFT PARK AND RECREATION UPDATE

Daniel Wilusz from BIA stated the revised plans have been submitted to DEP and the Conservation District. DEP has approved the revised plans and are waiting the pending approval from the Conservation District on the E&S plan. Permits have been resubmitted for the E&S plan. BIA should have the revised plans and bids information ready for next month BOS meeting for the Board to review and motion to advertise for bids. Daniel stated P & M have submitted to BIA the final Certificate for Payment for Phase I of the park project that has been completed. The Board asked Daniel if this final payment fulfills the contract with P & M for Phase I with no outstanding work to be done. Daniel stated yes, all work in Phase I has been completed and the contract is finalized.

MOTION made by Vice-Chairman Shedaker, Second by Supervisor Lignore to pay Papillon & Moyer Excavating & Paving, LLC the Certificate of Final Payment for Phase I of the park project in the amount of \$69,239.75. BIA will forward the document to the township secretary.

ROLL CALL: CF-Yes; JK-Yes; SL-Yes; PS-Yes; **WR-Abstained.** **MOTION PASSED**

Vice-Chairman Shedaker asked if there is a maintenance program in place for park. Chairman Reiner stated yes, the township maintains the fields for seeding, cutting and any necessary maintenance.

G. REPORTS:

TRANSFER STATION

WARREN REINER, CHAIRMAN

- 1) **DISCUSSION ON AMENDMENT TO AGREEMENT FOR WASTE MANAGEMENT MOTION** made by Chairman Reiner, Second by Supervisor Lignore to accept the amendment to the Agreement with Waste Management for Recycling Materials.

ROLL CALL: CF-Yes; JK-NO; SL-Yes; PS-Yes; WR-Yes. **MOTION PASSED**

A) **BULK AMOUNT for December 2015---\$ 727.00 / Year to Date Total: \$ 11,969.00**

1) 2015-2016 Yearly Garbage Permits Sold	\$ 229,989.83
RESIDENTIAL PERMITS SOLD	\$ 178,089.83
LIMITED PERMITS SOLD	\$ 49,425.00
COMMERCIAL PERMITS SOLD	\$ 2,475.00
 TOTAL DEPOSITS for 2015 Garbage Account	 \$ <u>241,958.83</u>

B) **ADMINISTRATIVE REPORTS**

1) **RIGHT-TO-KNOW REQUESTS FOR DECEMBER 2015**

Administrative & Financial Requests: (See Attached Lists)

Submitted: 13 / Responded: 12 / Total Hours: 10 hrs

Zoning & Septic Requests: Submitted: 7 / Responded: 7

C) **ZONING DEPARTMENT**

- (1) **Zoning Officer---**Kathryn Forry submitted December 2015 Report; End of the Year Report and Open Permits Report

Supervisor Knappenberger stated to the Board the concerns of the (241) Open Permits on the report. Kathryn Forry stated the zoning dept. has sent letters to the owners and put the information on No Lien Letters for the properties selling. There was a discussion among the Board and Tom Nanovic concerning the legal issues of the open permits. Tom suggested to the Board and to have Kathryn review the list and determine which permit are the most important such as new homes, major construction, electrical and building. These types of open permits should be addressed immediately to be finalized and closed. The BOS agreed and stated to Kathryn to prioritize the open permit list and keep the Board updated monthly.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:22 P.M.

Motion made by Chairman Reiner, seconded by Vice-Chairman Shedaker to adjourn.

ROLL CALL: CF-Yes; JK-Yes; SL-Yes; PS-Yes; WR-Yes. **MOTION PASSED**

REMINDERS:

- 1) *The Next Regular Meeting Board of Supervisors will be held Monday, February 1, 2016 at 7:00pm.***
- 2) *The Annual Reorganization Meeting for the Planning Commission will be held on Monday, January 25, 2016 at 6:00 p.m. at the Township Building.***

**SUSAN K. GIBISER
TOWNSHIP SECRETARY**

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