

**PENN FOREST TOWNSHIP  
Board of Supervisors**

**ANNUAL REORGANIZATION MEETING MINUTES**  
**JANUARY 4, 2016**

The Annual Reorganization Meeting of the Penn Forest Township Board of Supervisors is being held at the Penn Forest Township Municipal Building, State Route 903, Jim Thorpe, PA.

**PLEDGE OF ALLEGIANCE:**

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

**CALL TO ORDER:**

Supervisor Warren Reiner called the Reorganization Meeting to order at 6:00PM with Roll Call by Township Secretary:

**Members:**                    **Warren Reiner, Supervisor**  
                                      **Philip Shedaker, Supervisor (arrived late)**  
                                      **Judith Knappenberger, Supervisor**  
                                      **Christine Fazio, Supervisor**  
                                      **Scott Lignore, Supervisor**

**Office Staff:**                **Susan K. Gibiser**  
**Solicitor:**                    **Thomas S. Nanovic**

**APPOINTMENT OF TEMPORARY CHAIRMAN:**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to appoint Christine Fazio as the Temporary Chairman for the Reorganization meeting.

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

**APPOINTMENT OF TEMPORARY SECRETARY:**

**MOTION** made by Supervisor Fazio, Second by Supervisor Reiner to appoint Susan Gibiser as the Temporary Secretary for the Reorganization Meeting.

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

**ELECTION OF OFFICERS:**

**CHAIRMAN:**

**MOTION** made by Supervisor Fazio, Second by Supervisor Lignore nominating Supervisor Reiner as the Chairman of the Board for 2016.

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

**VICE- CHAIRMAN:**

**MOTION** made by Chairman Reiner, Second by Supervisor Lignore nominating Supervisor Shedaker as the Vice Chairman of the Board for 2016.

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

**PENN FOREST TOWNSHIP SECRETARY/ASSISTANT TREASURER:**

**MOTION** made by Chairman Reiner, Second by Supervisor Lignore to appoint Susan Gibiser as the PFT Confidential Secretary/Assistant Treasurer for 2016 at a rate of \$18.50 per/hr.

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

**PENN FOREST TOWNSHIP TREASURER:**

**MOTION** made by Chairman Reiner, Second by Supervisor Fazio to appoint Tammy McMahon as the PFT Treasurer for 2016 at a rate of \$15.61 per hour.

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

**MOTION** made by Chairman Reiner, Second by Supervisor Fazio to approve the Bonding for the Township Treasurer and Assistant Treasurer at 4 million dollars each with total cost of \$7,022.00 per year.

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

**PERSONAL LIAISON FOR PFT BOARD OF SUPERVISORS:**

**MOTION** made by Chairman Reiner, Second by Supervisor Lignore to appoint Christine Fazio as the Personnel Liaison for Human Resource duties for all employees of the township for 2016.

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

**PFT ROADMASTER:**

**MOTION** made by Vice-Chairman Shedaker, Second by Supervisor Lignore to appoint Chairman Reiner as the Road Master for Penn Forest Township for 2016. Duties include work assignments for all township Laborers.

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

**PFT ASSISTANT ROADMASTER:**

**MOTION** made by Chairman Reiner, Second by Supervisor Fazio to appoint Supervisor Lignore as the Assistant Road Master for PFT for 2016. Duties include work assignments of township Laborers as needed.

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

**PFT REPRESENTATIVES FOR CARBON COUNTY TAX COLLECTION COMMITTEE**

**MOTION** made by Chairman Reiner, Second by Vice-Chairman Shedaker to appoint Supervisor Fazio to represent PFT on the Tax Collection Committee for Carbon County for 2016.

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

**MOTION** made by Chairman Reiner, Second by Supervisor Lignore to appoint Vice-Chairman Shedaker as an alternate representative for PFT on the Tax Collection Committee for Carbon County for 2016.

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

**TOWNSHIP SOLICITOR:**

**MOTION** made by Chairman Reiner, Second by Supervisor Lignore to appoint Attorney Tom Nanovic to represent The Board of Supervisors for 2016.

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

**DEPOSITORY:**

**MOTION** made by Chairman Reiner, Second by Vice-Chairman Shedaker to approve Mauch Chunk Trust Co., as the Depository for the Township Funds for 2016. Deposits are to be done twice a week as needed during bank hours.

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

**SECRETARY FOR PLANNING COMMISSION MEETINGS**

**MOTION** made by Chairman Reiner, Second by Supervisor Fazio to appoint Katrina White as the PFT Planning Commission Secretary for 2016; AS NEEDED for Meetings.

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

**PFT BUILDING CODE OFFICIAL; BUILDING INSPECTOR; COMMERCIAL BUILDING INSPECTOR; THIRD PARTY BUILDING INSPECTOR; ZONING OFFICER; ASSISTANT ZONING OFFICER; CODE ENFORCEMENT OFFICER; SEWAGE OFFICER; WATER ENFORCEMENT OFFICER**

**MOTION** made by Chairman Reiner, Second by Vice-Chairman Shedaker to appoint Barry Isett and Associates, Inc. as the Building Code Official, Building Inspector, Commercial Building Inspector, Third Party Building Inspector, Zoning Officer, Assistant Zoning Officer, Code Enforcement Officer, Sewage Officer and Water Enforcement Officer for 2016. Fee schedule remains the same (as in 2015)

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

**PFT TOWNSHIP ENGINEER:**

**MOTION** made by Chairman Reiner, Second by Vice-Chairman Shedaker to appoint Barry Isett and Associates, Inc. as the Township's Engineer and the Planning Commission's Engineer for 2016.

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

**VACANCY BOARD:**

**MOTION** made by Chairman Reiner, Second by Supervisor Lignore, to appoint Carl Fazio as member of the Vacancy Board for 2016.

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

**EMERGENCY MANAGEMENT COORDINATOR and ASSISTANT EMC:**

\*\*Resignation Letter received from Richard Walck; currently the Emergency Mgmt. Coordinator for PFT  
**MOTION** made by Chairman Reiner, Second by Vice-Chairman Shedaker to accept the letter of resignation from Richard Walck current EMC for Penn Forest Township.

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

\*\*Letter of Interest received from William Gibson for the position of Emergency Mgmt. Coordinator.  
**MOTION** made by Chairman Reiner, Second by Supervisor Fazio, to appoint William Gibson as PFT Emergency Management Coordinator for 2016.

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

**MOTION** made by Chairman Reiner, Second by Supervisor Lignore, to appoint Jerry Dotter as PFT Assistant Emergency Management Coordinator for 2016 **\*\*Upon receiving Letter of Interest by February meeting.**

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

**PFT PLANNING COMMISSION MEMBERS (4 YEAR TERM) MEETINGS HELD ON THE 4<sup>TH</sup> MONDAY**

\*\*Letter of Interest received from William English to serve another term on the Planning Commission

**MOTION** made by Chairman Reiner, Second by Vice-Chairman Shedaker to appoint the following Planning Commission members to serve on the Planning Commission until the term expires. PC members will receive \$10.00 per meeting.

**Term dates for Planning Commission Members are as follows:**

|                 |                          |           |            |
|-----------------|--------------------------|-----------|------------|
| WILLIAM ENGLISH | 01/01/2019 (reappointed) |           |            |
| WILLIAM MILLER  | 01/01/2018               | CHRIS RAU | 01/01/2017 |

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

**ZONING HEARING BOARD MEMBERS (3 YEAR TERM) MEETINGS HELD ON THE 1<sup>ST</sup> THURSDAY**

\*\*Letter of Interest received from Patrick Walsh to serve another term on the Zoning Hearing Board

**MOTION** made by Chairman Reiner, Second by Vice-Chairman Shedaker to appoint the following as Zoning Hearing Board Members to serve on the Board until the term expires. ZHB members will receive \$10.00 per hearing.

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

**Term dates for Zoning Hearing Board Members are as follows:**

|               |                         |   |
|---------------|-------------------------|---|
| Audrey Wargo  | 1/01/2018               | ***alternate: Shawn Kresge                      |
| Patrick Walsh | 1/01/2018 (reappointed) |   |
| Paul Fogal    | 1/01/2017               | ***alternate: Patrick Fosdick (resigned 8/2015) |

**PENN FOREST TOWNSHIP ELECTED AUDITORS:**

Matthew Schutter-----Term Expires 2018  
Robert Sefarfini-----Elected for 6 year term (2016-2021)  
Robert Boyle----- Elected for 2 year term (2016-2018)

**Auditors will receive \$10.00 for meetings plus mileage reimbursement for 2016**

**MOTION** made Chairman Reiner, Second by Vice-Chairman Shedaker to pay the township auditors for annual meeting and mileage reimbursement for 2016.

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

**PARK RECREATION BOARD MEMBERS:**

**MOTION** made by Chairman Reiner, Second by Vice-Chairman Shedaker to appoint the following Members to the Park Recreation Board for 2016 until the term expires:

Richard Strack—2 yr term (2015-2016)  
Sherry Meckes—4 yr term (2015-2018)  
Richard Tweed (Alternate)

Robin McGeehan--3 yr term (2015-2017)  
Jennifer Bevilacqua—5 yr term (2015-2019)  
JTSD Member

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

**BOS MEETINGS FOR 2016:**

**MOTION** made by Chairman Reiner, Second by Vice-Chairman Shedaker to hold the BOS meetings on the **first Monday** of each month at 7:00PM at the Penn Forest Township Municipal Building; unless it is a holiday then it will be held on **Tuesday at 7:00P.M.**

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

**MUNICIPAL BUILDING OFFICE HOURS:**

**MOTION** made by Chairman Reiner, Second by Supervisor Fazio for PFT Municipal Building Office hours will be 8:00 a.m. to 4:00 p.m., Monday thru Friday (excluding holidays) with employees' hours: 8:00 – 4:30pm.

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

**SALARY FOR THE ROADMASTER:**

**MOTION** made by Vice-Chairman Shedaker, Second by Supervisor Lignore to set the salary for the Road Master at \$5,100.00 for 2016, to be paid in 12 equal payments of \$425.00 a month; plus \$25.00 for each Driveway Permit reviewed and reimbursed for mileage at federal rate of \$.54 per mile.

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

**SALARY FOR THE ASSISTANT ROAD MASTER:**

**MOTION** made by Vice-Chairman Shedaker, Second by Supervisor Fazio to set pay rate for the Assistant Roadmaster an hourly rate of \$15.00; Plus mileage reimbursement at the Federal rate of \$ .54 per mile.

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

**SALARIES FOR THE BOARD OF SUPERVISORS:**

**MOTION** made by Chairman Reiner, Second by Supervisor Knappenberger to set the Supervisor's annual salary at \$2,500 as established by Ordinance #1 of 2011 and listed in the 2<sup>nd</sup> Class Twp Code book. This is to be paid in twelve (12) payments for all Supervisors: Warren Reiner, Phil Shedaker; Scott Lignore; Christine Fazio; Judith Knappenberger.

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

**PFT LABORERS AND ADMINISTRATIVE SALARIES:**

**MOTION** made by Chairman Reiner, Second by Vice-Chairman Shedaker to set the following hourly rates for Township Laborers for 2016 as per the Union Contract.

**Laborers:**

Keith Knappenberger \$14.04 per hr  
Richard Beers \$14.04 per hr  
Sherry Knappenberger \$14.04 per hr

Gerald Enck \$ 14.04 per hr  
P/T—Paul Gallagher Saba \$ 13.01 per hr  
P/T--Shannon Meckes \$ 13.01 per hr

**ADMINISTRATIVE ASSISTANTS:**

Heather Saba \$ 13.53 per hr

Katrina White \$ 13.53 per hr

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

**RATE FOR MILEAGE REIMBURSEMENT FOR 2016**

**1) Mileage Reimbursement Rate for Travel - \$.54 cents per mile (2016 FEDERAL RATE)**

**MOTION** made by Supervisor Fazio, Second by Supervisor Knappenberger to set the mileage reimbursement rate for PFT at the federal rate of \$.54 for 2016.

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

**ADOPT RESOLUTION #1 OF 2016---PFT TAX RATES FOR 2016**

**MOTION** made by Chairman Reiner, Second by Vide-Chairman Shedaker to adopt Resolution #1 of 2016 PFT Tax Rates for 2016 (Tax Rates listed below)

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

**PENN FOREST TOWNSHIP TAX RATES FOR 2016**

|                   |                          |
|-------------------|--------------------------|
| Real Estate Taxes | 0 Mills (Zero Mills)     |
| Per Capita Tax    | \$5.00                   |
| Transfer Tax      | ½ of 1% split with JTASD |
| Earned Income Tax | ½ of 1% split with JTASD |
| Amusement Tax     | 2 ½ %                    |

**ATTENDING THE PSATS CONFERENCE FOR SUPERVISORS**

**MOTION** made by Chairman Reiner, Second by Supervisor Fazio to allow Supervisor Fazio attend the 2016 PSATS Conference April 17<sup>th</sup> – April 20<sup>th</sup> which includes lodging, mileage and meal reimbursements.

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

**MOTION** made by Chairman Reiner, Second by Supervisor Fazio to have the township secretary, Susan Gibiser attend the 2016 PSATS Conference April 17<sup>th</sup>-April 19<sup>th</sup> which includes lodging, mileage and meal reimbursements.

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

**VOTING DELEGATE FOR THE 2016 PSATS CONFERENCE**

**MOTION** made by Chairman Reiner, Second by Vice-Chairman Shedaker to appoint Christine Fazio as the Township’s Voting Delegate at the 2016 PSATS conference being held on April 17<sup>th</sup> thru April 20<sup>th</sup>

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

**MOTION** made by Chairman Reiner, Second by Vice-Chairman Shedaker to adjourn the meeting at **6:35pm**

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

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**SUSAN K. GIBISER**  
**SECRETARY**  
**PENN FOREST TOWNSHIP**

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**CHAIRMAN**  
**PENN FOREST TOWNSHIP**