

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

**MEETING MINUTES**

**March 7, 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; Roll Call by Township Secretary:

<b>Members:</b>	<b>Warren Reiner, Chairman Philip Shedaker, Vice-Chairman Judith Knappenberger, Supervisor Christine Fazio, Supervisor Scott Lignore, Supervisor</b>
<b>Office Staff:</b>	<b>Susan K. Gibiser---Twp. Secretary</b>
<b>Solicitor:</b>	<b>Thomas S. Nanovic---Solicitor</b>

**A. EXECUTIVE SESSION:** Held prior to BOS Meeting at 6:00pm until 6:50pm; Legal issues

**B. PUBLIC COMMENTS:**

**Carol Walbert, Atty.** ---stated she had spoken with and sent a letter to Tom Nanovic, township solicitor, to address the BOS concerning an issue of removing a stormwater pipe on Ole Stage Road above the Brook Circle cul-de-sac area. Tom Nanovic did discuss this issue with the Board. Warren Reiner, Roadmaster stated he is aware of this problem and has addressed Towamensing Trails POA several times about this situation and the township is willing to do their part to remove the pipe, however the POA needs to also do their part and fix the road drainage issues since it's their (Towamensing Trails) responsibility. Gregg Pavlick stated he has a report on file concerning this issue. Carol stated she will contact the POA and home owners of the affected properties.

**Neil Goldman**---stated to the BOS issues about not being able to just pay the \$1.00 per bag fee since he doesn't have much garbage; asked if the township will have an electronic recycling during 2016? Stated there is a lot of garbage along Stoney Mtn Road.

**Paul Montemuro**---asked the township secretary if the two (2) grants for the park were closed out? The township secretary stated "yes" both grants have been closed out. He asked the Board if there will be facilities at the park. The Board stated "yes" at a later time due to the possibilities of donations.

Walter Gibbons---stated to the Board his concerns of the “write-off and adjustments to garbage delinquent accounts; also stated the Board should have checks and balances procedures for the money collected for garbage accounts to make sure the account is balanced.

**C. MEETING MINUTES:**

**(1) REGULAR BOS MEETING ON FEBRUARY 1, 2016**

**MOTION** made by Chairman Reiner, Second by Supervisor Fazio to approve the BOS Meeting Minutes from February 1, 2016

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

**D. SECRETARY:**

**(1) ACKNOWLEDGE CORRESPONDENCE RECEIVED FROM FEBRUARY 2016**

See List attached; Motions Needed.

- (1) Jim Thorpe Summer Recreation Program celebrating its 20<sup>th</sup> anniversary in 2016 and requesting a contribution from sponsors for the camp programs.

**MOTION** made by Supervisor Fazio, Second by Supervisor Lignore to send a donation in the amount of \$ 1,000.00 to the Jim Thorpe Summer Recreation Program for 2016.

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

- (2) Letter from Lower Towamensing Township requesting the Township to contact both fire companies and the fire police for their assistance at the Carbon County Fair on Monday, August 8th thru Saturday, August 13<sup>th</sup>.

**MOTION** made by Chairman Reiner, Second by Vice-Chairman Shedaker to have the township secretary send a letter to both PFT Co. #1 and PFT Co. #2 to request their assistant at the Carbon County Fair.

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

**E. TREASURER’S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 02/29/2016)**

Township General Fund:	\$ 2,377,037.07	State Liquid Fuels Fund:	\$ 65,756.79
Capital Reserve Fund:	\$ 134,317.45	Sanitation Fund:	\$ 721,916.90
Septic Fund:	\$ 241,730.77	Park/Recreation:	\$ 584,613.00
SALDO	\$ 9,209.53	Payroll:	\$ 27,321.65
<b>TOTAL:</b>			<b>\$ 4,161,903.16</b>

**(b) PENNSYLVANIA LOCAL GOVERNMENT INVESTMENT TRUST (as of 02/29/2016)**

Acct # ending 2021:	(Investment/Money Market)	\$ 2,519,338.91
Acct # ending 2018:	(Credit Card) <b>ACCOUNT CLOSED 2/5/16</b>	
<b>TOTAL</b>		<b>\$ 2,519,338.91</b>

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (As of 02/29/2016)**

Account Ending:	1495	-	\$ 102,479.92	
	1710	-	\$ 104,079.46	
	0064	-	\$ 101,506.46	
<b>TOTAL:</b>				<b>\$ 308,065.84</b>

**TOTAL FUNDS ON DEPOSIT: \$ 6,989,307.91**

- 1) **MOTION** made by Chairman Reiner, Second by Vice-Chairman Shedaker to accept Treasurer's Report for February 2016 (Subject to Audit).

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

2) **PAYMENT OF THE BILLS FOR FEBRUARY 2016**

**MOTION** made by Chairman Reiner, Second by Supervisor Fazio to pay the bills for February 2016.

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

**F. NEW BUSINESS:**

**WARREN REINER, CHAIRMAN**

1) **ADOPT RESOLUTION #3 OF 2016—DISPOSITION/DESTRUCTION OF RECORDS**

The BOS to adopt Resolution #3 of 2016 for Disposition/Destruction of Township Records according to the PA Municipal Records Manual and by virtue of Resolution #7 of 2012, adopted December 3, 2012.

**MOTION** made by Chairman Reiner, Second by Vice-Chairman Shedaker to adopt Resolution #3 of 2016, Disposition/Destruction of Township Records.

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

2) **ADOPT RESOLUTION #4 OF 2016--AGREEMENT WITH PPL FOR STREET LIGHTS**

Board of Supervisors to review and adopt Resolution #4 of 2016 for the Street Light Services Agreement from PPL to install new street lights along Behrens Road, convert existing street lights to LED lighting.

**MOTION** made by Chairman Reiner, Second by Supervisor Knappenberger to adopt Resolution #4 of 2016; Street Light Services Agreement with PPL.

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

### **3) ROADMASTER REPORT FOR FEBRUARY 2016**

- A) Response from Carbon County EM Agency for the Declaration of Disaster Emergency submitted by the Township.

Roadmaster Reiner stated the township submitted the paperwork for reimbursement for emergency disaster relief and received an email from the county stating Carbon County did not qualify to receive any funds.

- B) Discussion and Review of Township Vehicles, Repairs Costs, Maintenance Costs. Chairman and Roadmaster Reiner stated to the Board of Supervisors

Chairman and Roadmaster Reiner stated to the Board the township's two (2) trucks were recently at Kovatch for repairs; costing the township \$5,629.00 and now both trucks need new tires, spare tires and inspections which will cost approx.. \$4,000.00. He stated the trucks constantly need repairs and is costing too much to keep doing the repairs and suggesting trading the vehicles in and purchasing need trucks.

Roadmaster Reiner received two (2) proposals from Fairway Motors as follows:

- 1) To purchase (1) 2016 Chevrolet Silverado 3500HD and trade in one (1) truck; Cost would be \$ 11,961.60 (includes plow, spreader)
- 2) To purchase (1) 2016 Chevrolet Silverado 3500HD and trade in two (2) trucks; The township would receive \$25,038.40 (includes plow, spreader)

The Board agreed the cost of the repairs for the trucks is too much and should consider trading the vehicles in for one (1) newer vehicle. Tom Nanovic stated there is no issue with the township trading in a one (1) vehicle towards purchasing one (1) new vehicle, however, trading in two (2) vehicles and receiving one (1) vehicle and money could be an issue and advised the Board that he would like to look into this further. The BOS agreed.

**MOTION** made by Chairman Reiner, Second by Vice-Chairman Shedaker to trade in one (1) truck and pending legal advice from Solicitor Tom Nanovic, to trade in two (2) trucks and purchases one (1) new 2016 Chevrolet Silverado 3500HD; includes plow and spreader and the township will receive additional funds.

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

### **CHRISTINE FAZIO, SUPERVISOR**

#### **1) MEMORANDUM OF UNDERSTANDING TO THE UNION CONTRACT**

**MOTION** made by Supervisor Fazio, Second by Vice-Chairman Shedaker to adopt the Memorandum of Understanding to the Union Contract between PFT and Teamster Local Union #773; specifically understood for the year of 2016, the Township will pay membership dues of \$ 65.00 to the Leighton Ambulance Assoc. for each employee.

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

## **G. PFT PARK AND RECREATION UPDATE**

### **A) OPENING PARK BIDS---- PHASE II PARK PROJECT**

The following bids were opened and read by the township secretary.

<b><u>BIDDER</u></b>	<b><u>BASE BID</u></b>	<b><u>ADD ALT #1</u></b>	<b><u>ADD ALT #2</u></b>	<b><u>DEDUCT ALT #3</u></b>
Custom Contractors	\$1,097,379.00	\$ 35,000.00	Included in Bid	Included in Bid
WG Land Company	\$1,472,000.00	\$ 80,000.00	\$ 129,000.00	\$ 29,000.00
Rutledge Excavating	\$1,216,499.00	\$ 54,909.00	\$ 56,035.00	\$ 4,700.00
Papillon & Moyer	\$1,864,000.00	\$ 62,000.00	\$ 51,610.00	\$ 1,500.00

There was a discussion among the Board of Supervisor, Gregg Pavlick, Tom Nanovic and the public concerning the bids results. Gregg suggested to table any decision at this meeting until he has reviewed all the official paperwork from the lowest bidder, Custom Contractors. Tom Nanovic suggested to the BOS to hold a special meeting next week to award the bid.

**MOTION** made by Supervisor Lignore, Second by Chairman Reiner to table awarding of the park bid at this meeting until BIA has reviewed all the official paperwork. The BOS will have a special meeting next week to award the bid. The special meeting will be advertised in the local newspaper.

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

Rick Tweed stated to the BOS that the Park and Recreation Committee would like to begin the monthly meetings in March to discuss the new phase of the park, organizations using the park and getting the park ready for other activates. The BOS agreed and stated a Supervisor from the Board will attend and asked Tom Nanovic if he was available to attend the meeting in March. Tom stated he was available. The township secretary stated an advertisement will be published for the P & R monthly meetings.

## **H. REPORTS:**

### **TRANSFER STATION**

### **WARREN REINER, CHAIRMAN**

#### **A) ELECTRONIC RECYCLING PROGRAMS FOR 2016**

Information received concerning Electronical Recycling Programs for 2016. Chairman Reiner stated the township secretary and he met with Pete Swavely from AERC Recycling Solutions and discussed their electronic recycling programs. The cost for the township to have an electronic recycling event would be \$3,000.00 for three (3) hours. The Board stated that price is very high and will look into other options.

#### **B) BULK AMOUNT for February 2016---\$ 443.00 / 2015-2016 Total: \$ 5817.00**

<b>1) 2015-2016 Yearly Garbage Permits Sold</b>	<b>\$ 239,831.84</b>
<b>RESIDENTIAL PERMITS SOLD</b>	<b>\$ 187,906.84</b>
<b>LIMITED PERMITS SOLD</b>	<b>\$ 49,450.00</b>
<b>COMMERCIAL PERMITS SOLD</b>	<b>\$ 2,475.00</b>
<b>TOTAL DEPOSITS for 2016 Garbage Account</b>	<b>\$ 241,062.84</b>

**C) DELINQUENT GARBAGE ACCOUNTS**

**MOTION** made by Supervisor Fazio, Second by Vice-Chairman Shedaker to write off the following garbage accounts for non-collectable funds for bankruptcy/sheriff sales and non-billing garbage accounts.

- 1) **Bankruptcy & Sheriff Sales in the amount of \$1,778.43 (See list attached)**
- 2) **Errors and non-billing Accounts in the amount of \$4,984.76 (See List attached)**

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

**MOTION** made by Chairman Reiner, Second by Vice-Chairman Shedaker to submit a list of all delinquent garbage accounts that range from \$100.00 to \$400.00 to the township solicitor, Tom Nanovic to proceed with collecting these delinquent accounts.

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

**D) ADMINISTRATIVE REPORTS**

**1) RIGHT-TO-KNOW REQUESTS FOR FEBRUARY 2016**

**Administrative & Financial Requests: (See Attached Lists)**

**Submitted: 17 / Responded: 16 / Total Hours: 7.50 hrs**

**Zoning & Septic Requests: Submitted: 17 / Responded: 17**

**E) ZONING DEPARTMENT**

**(1) Zoning Officer---**Kathryn Forry submitted the February 2016 Zoning Report

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:05 P.M.**

**Motion** made by Chairman Reiner, Second by Vice-Chairman Shedaker to adjourn the meeting.

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

**REMINDERS:**

- 1) ***The Next Board of Supervisors Meeting will be held Monday, April 4, 2016 at 7:00pm***

**SUSAN K. GIBISER  
TOWNSHIP SECRETARY**

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