

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

MEETING MINUTES

April 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; Roll Call by Township Secretary:

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

Chairman Reiner stated Tom Nanovic, township Solicitor will read a statement on behalf of the Board of Supervisors concerning unaccounted garbage funds. **SEE ATTACHED STATEMENT.**

After reading the statement, Tom asked if there were any questions from the public. Judy from the Times News asked if the person was terminated by the Board. Tom stated, "No, resigned."

A. EXECUTIVE SESSION: There was no Executive Session

B. PUBLIC COMMENTS: No public comments

C. MEETING MINUTES:

(1) REGULAR BOS MEETING ON MARCH 7, 2016

MOTION made by Chairman Reiner, Second by Vice-Chairman Shedaker to approve the BOS Meeting Minutes from March 7, 2016

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

(2) SPECIAL MEETING ON MARCH 16, 2016

MOTION made by Chairman Reiner, Second by Vice-Chairman Shedaker to approve the minutes from the Special Meeting held on March 16, 2016.

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

D. SECRETARY:

(1) ACKNOWLEDGE CORRESPONDENCE RECEIVED FROM MARCH 2016

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 03/31/2016)

Township General Fund:	\$ 2,476,705.72	State Liquid Fuels Fund:	\$ 311,790.03
Capital Reserve Fund:	\$ 134,345.89	Sanitation Fund:	\$ 719,276.61
Septic Fund:	\$ 244,152.77	Park/Recreation:	\$ 2,083,860.13
<u>SALDO</u>	<u>\$ 9,209.53</u>	<u>Payroll:</u>	<u>\$ 30,629.70</u>
TOTAL:			\$ 6,009,970.38

(b) PENNSYLVANIA LOCAL GOVERNMENT INVESTMENT TRUST (as of 03/31/2016)

Acct # ending 2021: (Investment/Money Market) \$ 1,020,590.81

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (As of 03/31/2016)

Account Ending:	1495	-	\$ 102,479.92
	1710	-	\$ 104,079.46
	0064	-	\$ 101,506.46

TOTAL: \$ 308,065.84

TOTAL FUNDS ON DEPOSIT: **\$ 7,338,627.03**

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

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

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

MOTION made by Supervisor Fazio, Second by Vice-Chairman Shedaker to pay the bills for March 2016.

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

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

- 1) **ROADMASTER REPORT FOR MARCH 2016**—No Report this month

2) MOTION TO RATIFY THE PURCHASE OF A NEW TOWNSHIP TRUCK

The BOS received information from Tom Nanovic concerning purchasing a new township vehicle and monetary funds with trading in two (2) township owned vehicles. After reviewing the information and with the best interest of the PFT residents, the township secretary did a Call-Out Vote to the Board members. **All Board members voted: YES**, to purchase a new truck and received the monetary funds with trading in two (2) trucks.

MOTION made by Chairman Reiner, Second by Supervisor Lignore to ratify the Call-Out vote of purchasing a new township truck with trading in two (2) trucks and receiving monetary funds of \$25,038.40

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

G. PFT PARK AND RECREATION UPDATE

Chairman Reiner stated he spoke with Chris from Carbon County concerning the catch pond and now waiting for the plans to review in order to fix the problem and the township laborers will be doing the repairs and any work to fix it. Dan Wilusz from BIA stated there will be a pre-construction meeting on Thursday, April 7th at 2:00pm with the contractor concerning starting Phase II project and will be setting up the E & S controls, moving equipment on-site, and installing the fencing around the construction site. The contractor will begin the project work the following week. Vice-Chairman Shedaker stated the Park & Recreation Committee Members held their first meeting on Monday, March 21st with reorganizing the committee members for 2016. The meeting went very well and very informative concerning what the committee members should be doing and how the process is handled concerning any park projects. Vice-Chairman Shedaker also stated that as of today, there is still no member from JTSD on the P & R Committee. The township has contacted the school by phone and email and still has not received a response. Phil stated he would like to have Tom Nanovic send a letter to the JTSD Board concerning this matter and having a representative on the P & R Committee per the contract.

MOTION made by Vice-Chairman Shedaker, Second by Chairman Reiner to have the township solicitor Tom Nanovic send a letter on behalf of the BOS addressing the concerning of appointing a representative to the PFT Park & Recreation Committee.

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

H. REPORTS:

TRANSFER STATION

WARREN REINER, CHAIRMAN

A) ELECTRONIC RECYCLING PROGRAMS FOR 2016

Information received for Electronical Recycling Programs for 2016.

Chairman Reiner stated the township secretary received information for the electronic recycling programs from RRS (Responsible Recycling Services). Chairman Reiner stated a Saturday would be the best day since most residents and people vacationing for the weekend would be able to attend. The BOS stated not only to have it on a Saturday but to also have the event for six (6) hours so it's enough time for everyone to get there since this will be the only event for the year.

MOTION made by Chairman Reiner, Second by Vice-Chairman Shedaker to have the Electronic Recycling Event on Saturday, July 16, 2016 for a total of six (6) hours at the flat rate of \$550.00 for three (3) hrs, which will be a total of \$1,100.00 for six (6) hour event.

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

B) Towamensing Trails POA and Community of Beltzville Lake Estates

Letters received requesting Exemption for the 2016-2017 Garbage Permits fees for residents of Towamensing Trails and Beltzville Lake Estates.

MOTION made by Chairman Reiner, Second by Supervisor Fazio to **exempt** Towamensing Trails and Beltzville Lake Estates from the 2016-2017 Garbage Permits fees.

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

C) Indian Mountain Lake Civic Association, Inc.

Letter received requesting Exemption for the **2016-2017** and **2017-2018** Garbage permits fees for the residents of Indian Mountain Lake Civic Assoc., Inc.

MOTION made by Chairman Reiner, Second by Supervisor Fazio to **exempt** IML Civic Assoc., Inc. for **only the 2016-2017 garbage permit fees**, since the billing is only processed yearly.

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

D) BULK AMOUNT for March 2016---\$ 679.00 / 2015-2016 Total: \$ 6,496.00

Total 2015-2016 Garbage Permits Sold	\$ 244,144.40
RESIDENTIAL PERMITS SOLD	\$ 192,219.40
LIMITED PERMITS SOLD	\$ 49,450.00
COMMERCIAL PERMITS SOLD	\$ 2,475.00
TOTAL DEPOSITS for Garbage Account	\$ 244,823.40

E) ADMINISTRATIVE REPORTS

RIGHT-TO-KNOW REQUESTS FOR MARCH 2016

Administrative & Financial Requests: (See Attached Lists)

Submitted: 12 / Responded: 13 / Total Hours: 6.50 hrs

Zoning & Septic Requests: Submitted: 23 / Responded: 23

F) ZONING DEPARTMENT

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

(2) **REFUND FIRE ESCROW:**

Kathryn Forry has submitted a memo stating the property located at 127 North Shore Drive, Jim Thorpe has been completed of fire repairs; property and structure are noted to be cleaned up and in good repair. The township may refund the funds that are being held in escrow in the amount of \$10,720.24

MOTION made by Chairman Reiner, second by Vice-Chairman Shedaker to refund Ms. Jennifer Mayo the fire escrow funds of \$10,720.24

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

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:30 P.M.

Motion made by Chairman Reiner, Second by Supervisor Fazio to adjourn the meeting.

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

REMINDERS:

- 1) *The Next Board of Supervisors Meeting will be held Monday, May 2, 2016 at 7:00pm*
- 2) *The Park & Recreation Committee monthly meeting will be on Monday, April 18th*
- 3) *Election Day is Tuesday, April 26th; The Township office is open.*

**SUSAN K. GIBISER
TOWNSHIP SECRETARY**

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