

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

MEETING MINUTES

September 6, 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 Christine Fazio, Vice-Chairman Judith Knappenberger, Supervisor Scott Lignore, Supervisor Roger Meckes, Supervisor
Office Staff:	Susan K. Gibiser---Twp. Secretary
Solicitor:	Thomas S. Nanovic---Solicitor

A. EXECUTIVE SESSION: No executive prior to meeting.

B. PUBLIC COMMENTS:

Bob Serafini---stated to the Board that he is a board member for the Dimmerick Library and he is here tonight to ask the BOS when preparing the 2017 budget, if additional funds could be allocated to the library; funding and donations have been low for the past several years and the library is in dire need of funds in order to maintain the library, serve the community and meet their state requirements.

Paul Robinson, PLGIT Representative---stated to the BOS types of investment opportunities for local government agencies; talked about different investment funds, interest rates, terms and conditions of several accounts that are available to the township. He provided information and a booklet for the BOS to review.

C. MEETING MINUTES:

(1) BOS REGULAR MEETING MINUTES FROM AUGUST 1, 2016

MOTION made by Chairman Reiner, Second by Supervisor Knappenberger to approve the BOS Meeting Minutes from August 1, 2016

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

D. SECRETARY:

(1) ACKNOWLEDGE CORRESPONDENCE RECEIVED FROM AUGUST 2016

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 08/31/2016)

Township General Fund:	\$ 2,832,104.48	State Liquid Fuels Fund:	\$ 251,567.55
Capital Reserve Fund:	\$ 134,486.35	Sanitation Fund:	\$ 794,552.42
Septic Fund:	\$ 237,042.77	Park/Recreation:	\$ 1,353,010.84
SALDO	\$ 9,209.53	Payroll:	\$ 34,737.43
TOTAL:			\$ 5,646,711.37

(b) PENNSYLVANIA LOCAL GOVERNMENT INVESTMENT TRUST (as of 08/31/2016)

Acct # ending 2021: (Investment/Money Market) \$ 1,021,740.12

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (As of 08/31/2016)

Account Ending:	1495	-	\$ 102,950.12
	1710	-	\$ 104,556.87
	0064	-	\$ 101,709.54
TOTAL:			\$ 309,216.53

TOTAL FUNDS ON DEPOSIT: \$ 6,977,668.02

- 1) **MOTION** made by Chairman Reiner, Second by Supervisor Knappenberger to accept Treasurer's Report for August 2016 (Subject to Audit)

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

- 2) **PAYMENT OF THE BILLS FOR AUGUST 2016**

MOTION made by Chairman Reiner, Second by Supervisor Knappenberger to pay the bills for August 2016.

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

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

- 1) **DISCUSSION ON INVESTMENT ACCOUNT WITH PLGIT**

The BOS stated to table any decisions at this time.

- 2) **RESOLUTION NO. 6 OF 2016—SIGNATURE PAGE FOR GRANT AGREEMENT FOR PFT LEHIGHTON AMBULANCE**

MOTION made by Chairman Reiner, Second by Supervisor Lignore to **adopt** Resolution No. 6 of 2016; a document entitled "Signature Page for Grant Agreement" for the Lehighon Amb. Assoc.

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

3) DRAFT OF THE 2015 AUDIT FROM KIRK, SUMMA, LLC

MOTION made by Chairman Reiner, Second by Supervisor Lignore to **accept** the draft copy of the 2015 Audit for the Board to review and sign.

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

4) SET UP 2017 BUDGET MEETING DATES FOR OCTOBER

The BOS decided to have the 2017 Budget meetings every Wednesday during October at 6:00pm at the Township building. The Township will put an ad in the newspaper.

October 5th; 12th; 19th; 26th at 6:00pm; **Not Available: Oct 6th; Oct 10th**

5) RESIGNATION LETTER RECEIVED FROM PAUL GALLAGHER SABA (P/T LABORER)

MOTION made by Chairman Reiner, Second by Supervisor Lignore to **accept** the resignation letter from Paul Gallagher Saba, part-time laborer effective 9/01/2016.

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

6) ROADMASTER REPORT FOR SEPTEMBER 2016

Discussion on winter plowing for 2016-2017; Road Master Reiner stated the 2016 road projects for paving, oil & chip and line painting have all been finished and the roads look really good. Road Master Reiner stated to the Board he wanted to discuss options for the upcoming winter plowing season; he stated the township does not have enough trucks to plow the township roads since two (2) trucks were sold in 2014 and the other two (2) trucks were traded in for other newer trucks which leaves only these two (2) new trucks to plow all the roads. Warren suggested getting bids to plow all the township roads except the transfer station road and all the parking lots for the township building, Fire Company and ambulance as the township laborers will plow these areas. Supervisor Knappenberger stated this has been done in the past and was too costly for the township and that is why the township purchased their own trucks to plow the township roads. Road Master Reiner stated this was a good idea several years ago, the only problem is the township was not equipped with maintaining the trucks during the winter months such as keeping them clean from the salt, ice and other hazardous materials that ruins the under bodies of the trucks. The cost of maintaining the trucks for repairs, parts and maintenance for the past several years has been very costly to the township. Supervisor Lignore stated he agreed with Road Master Reiner to at least get bids for the snow removal and review the costs and at least try it for the season, if it costs too much, then next year consider purchasing vehicles and have a plan of winter maintenance for the vehicles.

Vice-Chairman Fazio also agreed to at least get bids, review the cost and if the bids come in at a reasonable rate, try it for the 2016-17 winter season; then review the total cost at the end of the to see exactly what it cost the township for snow plowing. Road Master Reiner did state the township would supply the salt and cinders since the township gets these materials thru a Co-Stars vendor and the township laborers would also load all the materials on the trucks and keep track of all material used.

MOTION made by Chairman Reiner, Second by Supervisor Lignore to advertise to accept seal bids for snow plowing of all township roads for the 2016-17 season; the sealed bids will be opened at the next BOS meeting on October 3rd

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

- 7) Supervisor Fazio and Supervisor Knappenberger stated there was an article in the Township News Magazine last month concerning a webinar that PSATS was offering concerning the new overtime laws that go effect December 1, 2016; both Supervisor Knappenberger and Supervisor Fazio felt this would be beneficial for both the secretary and treasurer to sign up for the webinar to make sure they are both aware of the new laws. The cost is \$20.00 per person.

MOTION made by Vice-Chairman Fazio, Second by Supervisor Knappenberger to have the township secretary and treasurer sign up for the PSATS webinar for September 20th for the new overtime laws at a cost of \$20.00 per person.

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

G. PFT PARK AND RECREATION UPDATE

1) PAYMENT REQUEST # 5 TO CUSTOM CONTRACTING

BIA received and reviewed payment request #5 and certified the application.

MOTION made by Chairman Reiner, Second by Supervisor Meckes to approve the Payment Request #5 in the amount of **\$133,761.19** to Custom Contracting.

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

PHASE II UPDATE FROM BIA and CONTRACTORS

Gregg Pavlick stated to the BOS that the park project is moving along and looks really good. The deadline for the project was August 31st and due to rain and muddy days, the contractors lost approx. 8 to 16 days of work. The items that need to be finished are sodding of the fields, some seeding and paving of the courts; these can only be finished during dry weather days. The paving will be done within 2 weeks however the paving must set for at least one (1) before painting the courts. At this time, Custom Contractors have requested an extension of an additional sixty (60) days to complete the park project. Gregg felt this was too long and suggested to the BOS to offer Custom Contractors an additional 45 days or til at least October 14th. Supervisor Knappenberger stated if the Board approved to extension until October 14th, that is only 38 days. Gregg stated that should be enough time for the contractors to finish the project and the engineer that is overseeing the project would know by the next board meeting (Oct 3rd) if the project will be done by the 14th. Gregg stated the BOS should grant additional days due to weather related issues however; you don't want to grant too many days, the BOS should impose a deadline to have the project finished within a reasonable amount of time. The BOS agreed.

MOTION made by Chairman Reiner, Second by Supervisor Lignore to **grant** Custom Contractors **until October 14th** to finish Phase II of the Park Project.

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

2) PARK & RECREATION COMMITTEE

The Park & Recreation committee members would like to change their monthly meeting to the 3rd Tuesday of each month at 6:30 at the township building.

MOTION made by Chairman Reiner, Second by Supervisor Meckes to advertise the Park & Recreation committee will hold their monthly meetings on the 3rd Tuesday of each month at 6:30pm at the township building.

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

3) PARK & RECREATION COMMITTEE

Park & Recreation committee submitted August 2016 meeting minutes to the BOS

H. REPORTS:

WARREN REINER, CHAIRMAN

TRANSFER STATION REPORTS

A) DELINQUENT ACCOUNTS UPDATE

The Township secretary, Susan Gibiser provided an update to the BOS on the delinquent garbage accounts. The first list sent to Tom Nanovic has been completed by either the account paid in full, proof of private hauler was provided or a municipal lien was filed on the property; after a lien was filed, most of the owners then paid the delinquent garbage. The total amount collect for delinquent garbage was 3,642.42; total of municipal liens on filed (not paid) \$4,601.80. Susan also provided the last of the 2014-prior delinquent garbage account list to the Board and requested the BOS to motion and approved to have Tom Nanovic send letters to proceed with collections or file municipal liens. There was also a list of Sheriff Sales of properties that were sold and the township did not receive any funds; Susan requested the BOS to motion and approve to write-off these amounts for accounting purposes for the auditors.

MOTION made by Supervisor Knappenberger, Second by Vice-Chairman Fazio to have Tom Nanovic proceed with the last of the delinquent garbage accounts and send collection letters and then proceed with filing of any municipal liens on the property.

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

MOTION made by Vice-Chairman Fazio, Second by Chairman Reiner to write-off the amount of \$1,542.00 for delinquent garbage from the properties sold by Sheriff Sales that is non-collectable.

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

B) BULK AMOUNT August 2016---\$ 1,292.00* / July-Aug Total: \$ 2,554.00

Prior Deposits to Garbage Acct for 2016-17	\$ 153,844.75*
2016-2017 Residential Permits	\$ 37,987.50
2016-2017 Limited Permits	\$ 3,075.00
2016-2017 Commercial Permits	\$ 400.00
TOTAL Garbage Permits Sold (July)	\$ 41,462.50*
Total Deposits to Garbage Acct for 2016-17	\$ 196,599.25*

C) ADMINISTRATIVE REPORTS

RIGHT-TO-KNOW REQUESTS FOR AUGUST 2016

Administrative & Financial Requests: (See Attached Lists)

Submitted: 21 / Responded: 23 / Total Hours: 19.25

Zoning & Septic Requests: Submitted: 20 / Responded: 20

D) ZONING DEPARTMENT

1) Zoning Officer---Kathryn Forry submitted the Zoning Report for August 2016
Moving Permit Report for August 2016

2) Vigilant Infrastructure, LLC---**Release of Performance Guarantee Bond**

Board of Supervisors to review the final inspection report from BIA for the Vigilant Global Cell Tower project in order to make a decision of releasing the Performance Guarantee Bond. The pictures showed there were two (2) dead arborvitae trees. Trinita Harding, Vigilant Global Project Mgr. was in attendance at the meeting and stated the dead arborvitae have been replaced, she provided pictures and gave them to the township secretary. The BOS stated that would complete the project.

MOTION made by Chairman Reiner, Second by Supervisor Knappenberger to **Approve to Release** the Performance Guarantee Bond for Vigilant Infrastructure, LLC per the Township agreement as the project is completed.

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

Supervisor Knappenberger asked the Board if the township was going to hire part-time laborer to replace Paul. Chairman Reiner stated yes, however would like to wait at least a month since there is not too much to do at this time.

MOTION made by Chairman Reiner, Second by Supervisor Meckes to advertise for a part-time laborer; prior to advertising, Road Master Reiner would like to review prior applications; BOS stated that would be fine.

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

Supervisor Knappenberger stated to the Board that she thought it would be a good idea to have a AED Defibrillator here at the township building since it is a public building, meetings are held here and it could be very useful in case of an emergency. She also stated that Supervisor Meckes is a volunteer for the Lehighton ambulance and would be willing to train the township employees. Supervisor Meckes stated "yes" he is a certified EMT and the AED Defibrillators are self explanatory to use and would train the employees. Supervisor Fazio asked how much does it cost; Supervisor Meckes stated he would get a price. Tom Nanovic recommended since the Board does not know the cost of the defibrillator, the BOS should motion to get a price and then purchase it at a future meeting.

MOTION made by Supervisor Knappenberger, Second by Supervisor Lignore to get a price for a AED Defibrillator for the township building.

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

Chairman Reiner stated to the Board that the electrical box at the park is not enclosed and has very high electrical service and is very dangerous if someone would touch it; he suggested to put up a fence around or purchase a shed with no floor so the shed could be use for other purposes; the shed would be approx. 8' x 8' or x 10'; the BOS all agreed.

MOTION made by Chairman Reiner, Second by Supervisor Lignore to purchase a shed, approx.. 8' x 8' or by 10' to put around the electrical service at the park for safety reasons and to use the shed for storage.

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

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

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

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

REMINDERS:

- 1) *The Next Board of Supervisors Meeting will be held Monday, October 3, 2016 at 7:00pm*
- 2) *The Park & Recreation Committee meeting will be on Tuesday, September 20th at 6:30pm*
- 3) *The Township Municipal Office will be closed on Monday, October 10th for Columbus Day*
- 4) *The Transfer Station will be open on Monday, October 10th*

**SUSAN K. GIBISER
TOWNSHIP SECRETARY**

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