

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

MEETING MINUTES

October 3, 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 (absent) 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 Session

Prior to Public Comments Chairman/Roadmaster Reiner stated to the Board members and the public concerning the recent newspaper article in the Times News stating the township will be spending too much by outsourcing the snow plowing for the upcoming 2016-17 winter season. Chairman Reiner stated the total cost of purchasing (4) vehicles, expenses and maintenance for all the vehicles that the township previously owned and currently owns. The total for purchasing and selling or trading vehicles was a loss of \$120,681.00 over the last four (4) years; repairs to all the vehicles were \$15,975.00; insurance cost was \$10,950.00 which total: \$147,606.00. Chairman Reiner stated the township would be saving more than it cost to keep the vehicles.

B. PUBLIC COMMENTS:

Sherry Knappenberger---stated to the BOS the laborers are still having issues with the resident that comes to the transfer station with very heavy barrels filled with trash. This is the same resident that sent a correspondence to the township and requested assistance due to having a disability. Chairman Reiner stated he will call him and talk to him about the heavy barrels. Sherry also asked the Board to explain to her about back punches since there seems to be a misunderstanding with Mr. Lignore on how the card is to be punched and using the two (2) back weeks.

The Board members discussed with Tom Nanovic, Solicitor, Resolution #10 of 2014, Section 1-A, which states the only the residential card has two (2) weeks of back punches and crediting of bags. The question concerning the back punches from Sherry, do you first punch the current week or the back weeks first? Supervisor Knappenberger stated that when the back punches was started it was meant to be used if you had more than four (4) bags in a week and did not use all of the punches (4 a week) from the two (2) previous weeks, not to be used first, then use the current week. It was decided by the Board to punch the current week then punch the two (2) previous weeks for extra bags.

Marcus Lawrence---stated he would like to present to the BOS and the solicitor a proposal for changes to the ordinance for wind farms within the township. Tom Nanovic stated the BOS will have the Planning Commission review the proposal. Kathryn Forry, Zoning Officer stated to Tom and the BOS that there is a Zoning fee schedule; Tom stated he wasn't aware of a fee schedule and will need to review and discuss this matter with the Board members. Marcus stated he would appreciate it if the Board would respond to the proposal and any fees that would be needed to be paid.

Bob Serafini---asked when the budget workshops will be held; the BOS responded every Wednesday evening for the month of October starting October 5th

Rick Tweed—Member of the PFT Park & Recreation Committee stated to the BOS that the committee has been discussing ways to raise funds for items needed at the park such as benches, picnic tables, sports equipment and playground equipment. One idea was to solicit businesses to have them purchase a banner to be put on the baseball field fences. This would be done through the P & R Committee as a fund-raiser and the profit on this type of fundraiser would go to purchases items needed for the park. The BOS stated this is a good idea; however, a procedure would need to be in place since money is involved. Rick stated he will bring additional information to the November board meeting and would like to Board to review it.

C. MEETING MINUTES:

(1) BOS REGULAR MEETING MINUTES FROM SEPTEMBER 6, 2016

MOTION made by Chairman Reiner, Second by Supervisor Knappenberger to approve the BOS Meeting Minutes from September 6, 2016

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

(2) BOS SPECIAL MEETING MINUTES FROM SEPTEMBER 20, 2016

MOTION made by Chairman Reiner, Second by Supervisor Meckes to approve the BOS Special Meeting Minutes from September 20, 2016

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

D. SECRETARY:

(1) ACKNOWLEDGE CORRESPONDENCE RECEIVED FROM SEPTEMBER 2016

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 09/30/2016)

Township General Fund:	\$ 3,050,150.03	State Liquid Fuels Fund:	\$ 183,775.31
Capital Reserve Fund:	\$ 104,508.89	Sanitation Fund:	\$ 768,729.23
Septic Fund:	\$ 235,126.27	Park/Recreation:	\$ 1,203,660.89
SALDO	\$ 9,209.53	Payroll:	\$ 10,231.29
TOTAL:			\$ 5,564,391.44

(b) PENNSYLVANIA LOCAL GOVERNMENT INVESTMENT TRUST (as of 09/30/2016)

Acct # ending 2021:	(Investment/Money Market)	\$ 1,022,274.86
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(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (As of 09/30/2016)

Account Ending:	1495	-	\$ 102,588.70
	1710	-	\$ 104,339.48
	0064	-	\$ 101,442.40
TOTAL:			\$ 308,370.58

TOTAL FUNDS ON DEPOSIT: \$ 7,203,407.46

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

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

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

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

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

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

- 1) **OPENING OF SEALED BIDS FOR SNOW PLOW SERVICES FOR 2016-2017**

The township secretary received the following sealed bids for snow plowing services:

<u>Company Name</u>	<u>1-8 Ton w/spreader</u>	<u>2-2 Ton w/spreader</u>
Shiffer Bituminous Ser Co.	\$ 125.00 per hr	\$ 85.00 per hr
H & K Group	\$ 139.00 per hr	\$ 128.00 per hr

MOTION made by Chairman Reiner, Second by Supervisor Meckes to **accept** the bid from Shiffer Bituminous Service Co for winter snow plowing for 2016-2017 at the rates of \$125.00 per/hr and \$85.00 per/hr

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

2) CD RATES & INFORMATION RECEIVED FROM LOCAL BANKS

CD rates received Mauch Chunk Trust and Jim Thorpe Neighborhood Bank. Chairman Reiner stated the CD rates were better at MCTC than at JTNB; stated he spoke to MCTC and was informed that banks have different guidelines for municipalities for FDIC and covering if any investing funds were lost. The rates are better than the PLGIT investments

3) VOLUNTEER FIRE RELIEF PROGRAM—Allocation of Funds Received \$76,418.99

MOTION made by Chairman Reiner, Second by Supervisor Knappenberger to distribute the funds to PFT Volunteer Fire Co. #1-\$38,209.49;PFT Volunteer Fire Co. #2-\$38,209.50

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

4) ROADMASTER REPORT FOR SEPTEMBER 2016

Laborers have been cleaning the shoulders, trimming brush and trees along the roads.

G. PFT PARK AND RECREATION UPDATE

1) PAYMENT REQUEST # 6 TO CUSTOM CONTRACTING

BIA received and reviewed payment request #6 and certified the application.

MOTION made by Chairman Reiner, Second by Supervisor Knappenberger to approve the Payment Request #6 in the amount of **\$181,865.63** to Custom Contracting.

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

2) PFT PARK UPDATE FROM BARRY ISETT & ASSOC.

Chairman Reiner stated by the end of the week, the park will be finished except the painting of tennis and basketball courts; the contractor will need at least two (2) weeks to complete the painting and coating process as long as it doesn't rain. Daniel Wilusz, township engineer stated the contractors will need another two (2) extension to finish the park project.

MOTION made by Chairman Reiner, Second by Supervisor Knappenberger to provide a two (2) week extension to October 28th to Custom Contractors to finish the Phase II park project.

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

H. REPORTS:

WARREN REINER, CHAIRMAN

TRANSFER STATION REPORTS

A) DELINQUENT ACCOUNTS UPDATE—Township Secretary

List of errors on accounts & Proof provided for private haulers.

MOTION made by Chairman Reiner, Second by Supervisor Meckes to **remove** the amount of \$2,148.20 from the Delinquent Garbage account of 2014-Prior list.

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

B) BULK AMOUNT September 2016---\$ 896.00* / July-Sept Total: \$ 3,423.00

Prior Deposits to Garbage Acct for 2016-17	\$ 153,844.75*
2016-2017 Residential Permits (1674)	\$ 41,783.34
2016-2017 Limited Permits (798)	\$ 3,225.00
2016-2017 Commercial Permits (9)	\$ 1,550.00
TOTAL Garbage Permits Sold (July-Sept)	\$ 46,558.34*
Total Deposits to Garbage Acct for 2016-17	\$ 201,299.09*

C) ADMINISTRATIVE REPORTS

RIGHT-TO-KNOW REQUESTS FOR SEPTEMBER 2016

Administrative & Financial Requests: (See Attached Lists)

Submitted: 6 / Responded: 6 / Total Hours: 3.50 hrs

Zoning & Septic Requests: Submitted: 16 / Responded: 16

D) ZONING DEPARTMENT

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

2) **ASHIROV/PINHASOV REVERSE SUBDIVISION—Conditional Approval**

Mr. Mais Ashirov and Ms. Hayala Pinhasov, 1080 Wylie Circle, Albrightsville; proposed combining two (2) lots #2140 & #2141 into one (1) lot #2141A and have requested waivers from Saldo; **Section 333.12 (plan indicate all existing street pavement widths); 333.15 (plan indicates contour lines for natural slopes); 333.31(heights of all trees over 8")** Planning Commission recommends to the BOS to grant the requested waivers and approve the plan.

a) **MOTION** made by Chairman Reiner, Second by Supervisor Lignore to grant the waivers for **SALDO 333.12; 331.15; 333.31** as recommended by PC.

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

- b) **MOTION** made by Chairman Reiner, Second by Supervisor Lignore to approve and accept the plan as recommended by the Planning Commission.

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

2) HELMER REVERSE SUBDIVISION—Conditional Approval

Ms. Evelyn Helmer, 351 Unionville Road, Jim Thorpe; proposed combining two (2) lots into one (1) lot #3A and have requested waivers from Saldo; **Section 333 (plan shall be clear, legibly to scale); 333.7 (plan to include key map at scale); 333.12 (plan indicate all existing street pavement widths)** Planning Commission recommends to the BOS to grant the requested waivers and approve the plan.

- a) **MOTION** made by Chairman Reiner, Second by Supervisor Meckes to grant the waivers for **SALDO 333; 331.7; 333.12** as recommended by PC.

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

- b) **MOTION** made by Chairman Reiner, Second by Supervisor Meckes to approve and accept the plan as recommended by the Planning Commission.

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

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:00P.M.

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

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

REMINDERS:

- 1) The Next Board of Supervisors Meeting will be held Monday, November 7, 2016 at 7:00pm**
- 2) The Township Municipal Office will be closed on Monday, October 10th for Columbus Day**
- 3) The Transfer Station will be open on Monday, October 10th**
- 4) The Park & Recreation Committee will be held on Tuesday, October 18th at 6:30pm**

**SUSAN K. GIBISER
TOWNSHIP SECRETARY**

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