

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

MEETING MINUTES

November 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:

Members: Warren Reiner, Chairman
Christine Fazio, Vice-Chairman
Judith Knappenberger, Supervisor (by phone)
Scott Lignore, Supervisor
Roger Meckes, Supervisor

Office Staff: Susan K. Gibiser---Twp. Secretary
Solicitor: Thomas S. Nanovic---Solicitor

A. EXECUTIVE SESSION: Executive Session held at 6:15pm; Legal matters; Personal issues

B. PUBLIC COMMENTS:

Rick Tweed—Park & Recreation Member—stated to the BOS is looking for guidance from the Board concerning sport groups or teams using the park; what is required from the sport group, what forms are used by the township and needed to use the park. The township secretary, Susan Gibiser stated the township has forms at the office which explain what is required by the sport group. Rick stated he has seen these forms and asked if a "Letter of Intent to Use the Park" would be easier. The BOS stated this procedure would need to be reviewed and will advise him at a later date. Rick also asked about having the baseball fields ready by spring of 2017 since he has already been contact by teams that will want to use the fields. Chairman Reiner stated that Supervisor Meckes and himself will be attending the P & R meeting on November 15th and this can be discussed at the meeting.

Marcus Lawrence—stated to the Board that the property across from 34 Oak Lane is doing some type of construction onsite possibly with the septic system and around the property and feels that no permits were issued; also there are several construction vehicles coming in and out of the property all the time. The BOS stated to Marcus he will need to file a written complaint and will have the zoning officer review the complaint.

Marcus asked the BOS if they reviewed the documents he submitted at last month's meeting concerning the proposed amendments to the wind turbine ordinance. The BOS stated they did read the proposed amendments and also had Tom Nanovic, township solicitor to review the documents as well. Tom Nanovic stated he read the proposal of amendments and stated to Marcus that the information he provided to the Board does not warrant him to pay any fees to the township since it is not a plan development, however if the BOS did proceed with having the PC review the proposal and if any changes would be done, He (Marcus) would be liable for any fees that would occur during the process. If the Board wants the Planning Commission to review the information that is up to the BOS. Marcus asked how does he get on the PC agenda and have the PC review the proposal. Tom again stated that is up to the BOS to have the PC to put it on their agenda and review the information. Marcus stated to Tom and the BOS he would like to proceed with the proposal of amendments as soon as possible. Tom stated that the BOS or he was not under the impression that this was to be done immediately. Marcus stated he would like this review immediately by the PC due to the pending application at the ZHB. Tom stated that the BOS could not do that and he needs to discuss this matter with the BOS. **William Mauro**---stated to the BOS he agreed with Marcus that the Board should do something as soon as possible concerning the wind turbines for the residents of the township.

Paul Montemuro---stated to the township secretary that he wanted his public comments in the minutes. Paul stated to the BOS that he recently had a new business tenant move into his plaza, an ice cream shop; he stated that the zoning officer made the owner put in a second bathroom facility and other stuff which cost him approx. an additional \$6,000.00; Paul stated he didn't feel this was very fair due the fact that there are other businesses within the township that don't even have one (1) bathroom facility, which Paul stated to be Alpine Bakery. Paul questioned to the Board as to why this business doesn't have a public restroom since the business is serving food and drinks. The BOS stated they are aware of this and will need to ask the zoning & building code officer. Paul also stated that there are several businesses along Route 903 that are doing additional types of businesses without the proper permits. Paul stated that Chris Rau business is not doing the type of business he is permitted to do on that site; Paul showed the BOS pictures that he had taken which showed several junk vehicles, construction vehicles and unused vehicles. Paul stated it looks like a junk yard. Paul stated another business along Route 903 was All Points and that business too looks like a junk yard. The BOS stated to Paul in order for the Board and the Zoning officer to take action of his complaints, he will need to submit a written complaint form to the township secretary. Paul stated he will file a complaint.

C. MEETING MINUTES:

(1) BOS REGULAR MEETING MINUTES FROM OCTOBER 3, 2016

MOTION made by Chairman Reiner, Second by Supervisor Lignore to approve the BOS Meeting Minutes from October 3, 2016

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

D. SECRETARY:

(1) ACKNOWLEDGE CORRESPONDENCE RECEIVED FROM OCTOBER 2016

No Motions required by the Board

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 10/31/2016)

Township General Fund:	\$ 3,032,633.92	State Liquid Fuels Fund:	\$ 183,576.44
Capital Reserve Fund:	\$ 104,531.02	Sanitation Fund:	\$ 747,841.34
Septic Fund:	\$ 231,594.77	Park/Recreation:	\$ 1,014,431.42
SALDO	\$ 9,209.53	Payroll:	\$ 9,111.79
TOTAL:			\$ 5,332,930.23

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 10/31/2016)

Account Ending:	3381	-	\$ 250,000.00
	3382	-	\$ 250,000.00
	3383	-	\$ 500,000.00
TOTAL:			\$1,000,000.00

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 10/31/2016)

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

TOTAL FUNDS ON DEPOSIT: \$ 6,641,300.81

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

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

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

MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to pay the bills for October 2016.

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

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

- 1) **RESOLUTION NO. 8 OF 2016---AUTHORIZING SIGNATURES FOR CD AT MCTC**

MOTION made by Chairman Reiner, Second by Supervisor Meckes to adopt Resolution No. 8 of 2016 adding authorizing signatures on CD Account #203381

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

- 2) **RESOLUTION NO. 9 OF 2016---AUTHORIZING SIGNATURES FOR CD AT MCTC**
MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to adopt Resolution No. 9 of 2016 adding authorizing signatures on CD Account # 203382

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

- 3) **RESOLUTION NO. 10 OF 2016---AUTHORIZING SIGNATURES FOR CD AT MCTC**
MOTION made by Chairman Reiner, Second by Supervisor Lignore to adopt Resolution No. 10 of 2016 adding authorizing signatures on CD Account #203383

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

- 4) **QUOTE RECEIVED FOR AED LIFEPAK FOR TOWNSHIP BUILDING**
Quote received from Physio-Control, Inc. for AED Life Pak for township building. The BOS tabled this discussion at this time; stated for the Board to review the information.

- 5) **PENN FOREST TOWNSHIP PROPOSED 2017 BUDGET**

(a) **General Fund: Revenue: \$ 1,327,650.00; Expenditures: \$ 808,992.00**

(b) **Sanitation/Refuse Fund: Balance: \$ 760,000.00; 2017 Revenue: \$ 257,300.00
Expenditures: \$ 370,431.40**

(c) **State Liquid Fuels Fund: Balance: \$ 150,500.00; Revenue: \$ 267,191.07;
Expenditures: \$ 244,200.00**

(d) **Park & Recreation Fund: Acct Balance & Revenue: \$ 901,500.00;
Expenditures: \$ 754,500.00**

(e) **Capital Reserve Fund: Account Balance: \$ 240,779.77; Revenue: \$ 54,120.00
Expenditures: \$ 63,305.00**

MOTION made by Chairman Reiner, Second by Supervisor Lignore to advertise the 2017 Proposed Budget for November 14th; tentatively upon union negotiations are reached prior.

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

- 6) **ROADMASTER REPORT FOR OCTOBER 2016**
Roadmaster Reiner stated the laborers have been cleaning the shoulders, picking up trash and debris along the township roads; getting trucks ready for winter; ordered salt and cinders.

- 7) **ADVERTISE TO HIRE KIRK, SUMMA, CPA TO AUDIT TWP FOR 2016**
Township secretary, Susan Gibiser stated she needs a motion from the Board to advertise with the intent to hire Kirk, Summa, and CPA firm to perform the 2016 audit for the township in place of the township's elected auditors. This must be advertised by 12/1/16

MOTION made by Vice-Chairman Fazio, Second by Chairman Reiner to advertise with the intent to hire Kirk, Summa, CPA firm to perform the 2016 Audit.

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

G. PFT PARK AND RECREATION

1) PFT PARK UPDATE FROM BARRY ISETT & ASSOC.

Daniel Wilusz stated he submitted the punch list to Chairman Reiner concerning what needs to be finished for Phase II of the park. Custom Contracting has also received the punch list and will be working on the list and will have the park finished by the end of November.

2) PAYMENT REQUEST # 7 TO CUSTOM CONTRACTING

BIA received and reviewed payment request #7 and certified the application.

MOTION made by Chairman Reiner, Second by Supervisor Meckes to approve the Payment Request #7 in the amount of **\$ 78,737.97** to Custom Contracting.

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

H. REPORTS:

WARREN REINER, CHAIRMAN

TRANSFER STATION REPORTS

A) BULK AMOUNT October 2016---\$ 784.00* / July-Oct Total: \$ 4,207.00

Prior Deposits to Garbage Acct for 2016-17 \$ 153,844.75*

2016-2017 Residential Permits (1686) \$ 43,093.29

2016-2017 Limited Permits (799) \$ 3,275.00

2016-2017 Commercial Permits (9) \$ 1,550.00

TOTAL Garbage Permits Sold (July-Sept) \$ 47,918.29*

Total Deposits to Garbage Acct for 2016-17 \$ 202,547.04*

B) ADMINISTRATIVE REPORTS

RIGHT-TO-KNOW REQUESTS FOR OCTOBER 2016

Administrative & Financial Requests: (See Attached Lists)

Submitted: 14 / Responded: 15 / Total Hours: 9.25 hrs

Zoning & Septic Requests: Submitted: 12 / Responded: 12

C) ZONING DEPARTMENT

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

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:35 P.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, December 5th at 7:00pm*
- 2) *The Township Office will be closed on Thursday & Friday, November 24th & 25th for the Thanksgivings Holiday*
- 3) *The Park & Recreation Committee Meeting will be held on Tuesday, November 15th at 6:30pm*

**SUSAN K. GIBISER
TOWNSHIP SECRETARY**

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