

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

MEETING MINUTES

December 5, 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 (absent)
Scott Lignore, Supervisor
Roger Meckes, Supervisor

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

A. EXECUTIVE SESSION: Executive Session at 6:45pm; Personnel Issues

B. PUBLIC COMMENTS:

William Miller---asked the Board "why the gates are open at the transfer station on days it is closed?" Chairman Reiner stated to Mr. Miller that the gates are sometimes left open because the township is getting deliveries of salt and cinders. Mr. Miller stated the gates should be closed on the days the transfer station is closed since people can drive in and leaves their garbage there by the compactor; stated that he drove into the transfer station on Thursday and a vehicle was coming out and has to wonder what they were doing there since it is closed. Mr. Miller requested to see the video recordings from the transfer station for that day. Supervisor Fazio asked Mr. Miller "what time on Thursday was he there?" Mr. Miller stated he was there approx. 8:30am. Supervisor Lignore asked "why he was at the transfer station when it was closed?" Mr. Miller stated he was helping a friend retrieve a deer from the game lands behind the transfer station. Again Mr. Miller asked about reviewing the video tapes. The township secretary stated he must submit a RTK request. Township solicitor, Tom Nanovic also stated he can submit a RTK however, due to security reasons, the RTK could be denied. Chairman Reiner stated that there are not a lot of people entering the transfer station when it's closed and if a bag or two of garbage is left there, that's better than having it dumped along the township roads or highway.

C. MEETING MINUTES:

(1) BOS REGULAR MEETING MINUTES FROM NOVEMBER 7, 2016

MOTION made by Chairman Reiner, Second by Supervisor Lignore to approve the BOS Meeting Minutes from November 7, 2016

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

D. SECRETARY:

(1) ACKNOWLEDGE CORRESPONDENCE RECEIVED FROM NOVEMBER 2016

No Motions needed by the Board

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 11/30/2016)

Township General Fund:	\$ 3,151,637.53	State Liquid Fuels Fund:	\$ 179,010.99
Capital Reserve Fund:	\$ 104,531.02	Sanitation Fund:	\$ 736,413.58
Septic Fund:	\$ 232,401.77	Park/Recreation:	\$ 930,008.98
SALDO	\$ 9,209.53	Payroll:	\$ 12,807.94
TOTAL:			\$ 5,356,021.34

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 11/30/2016)

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 11/30/2016)

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

TOTAL FUNDS ON DEPOSIT: \$ 6,664,391.92

1) MOTION made by Chairman Reiner, Second by Supervisor Meckes to accept Treasurer's Report for November 2016 (Subject to Audit)

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

2) PAYMENT OF THE BILLS FOR NOVEMBER 2016

MOTION made by Chairman Reiner, Second by Supervisor Lignore to pay the bills for November 2016.

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

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

1) **RESOLUTION NO. 11 OF 2016—FRANCHISE AGREEMENT WITH BRC**

MOTION made by Chairman Reiner, Second by Supervisor Meckes to adopt Resolution No. 11 of 2016; Franchise Agreement with Blue Ridge Cable (2017 – 2024)

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

2) **RESOLUTION NO. 12 OF 2016---CC 2015 HVA & MITIGATION PLAN UPDATE**

MOTION made by Chairman Reiner, Second by Supervisor Meckes to adopt Resolution No. 12 of 2016; Carbon County Hazard Vulnerability Assessment and Mitigation Plan Update.

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

3) **RESOLUTION NO. 13 OF 2016---CARBON CTY 2015 HAZARD MITIGATION PLAN**

MOTION made by Chairman Reiner, Second by Supervisor Lignore to adopt Resolution No. 13 of 2016; Carbon County 2015 Hazard Mitigation Plan.

ROLL CALL: 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 township secretary stated to the Board, a decision needs to be made since this has been on the agenda for several months. Solicitor, Tom Nanovic stated a motion needs to be made and then the Board should have a discussion about the motion before the Board. Discussion: Supervisor Lignore stated there is no price for anyone's life and if purchasing this item can help or save one life, it's worth it. Supervisor Meckes stated he thinks it's a very good idea to have it at the office and offered to train the township employees. Vice-Chairman Fazio stated she is not comfortable with the township employees being responsible for emergency services and it's not a liability however feels it could be a liability for the township.

MOTION made by Chairman Reiner, Second by Supervisor Lignore to purchase the AED Life Pak for the township office at a cost of \$2,099.71 (AED Life Pak CR Plus; Case; Wall mount)

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

5) **ADOPT THE 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 **ADOPT** the 2017 proposed Budget as the final budget for 2017.

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

6) MOTION TO APPROVE NEW THREE (3) YEAR UNION CONTRACT

MOTION made by Chairman Reiner, Second by Supervisor Lignore to approve the new (3) year Union Contract contingent upon the township's labor attorney approval and final review of the contract.

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

7) ROADMASTER REPORT FOR NOVEMBER 2016

The Laborers have been out plowing, salting with the first snow and ice storm; cleaning up along township roads of trees limbs; getting deliveries of salt and cinders.

G. PFT PARK AND RECREATION

1) RESIGNATION LETTER FROM SHERRY MECKES—Park & Recreation Member

The Township Secretary received an email from Sherry Meckes stating her resignation from the Park & Recreation Committee.

MOTION made by Chairman Reiner, Second by Supervisor Meckes to accept the resignation by email from Sherry Meckes, Park & Recreation Committee member; Effective 11/28/16.

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

2) PFT PARK UPDATE FROM BARRY ISETT & ASSOC.

Dan Wilusz from BIA stated Custom Contractors have finished the punch list except for one (1) item which is the bleachers; the last remaining funds of \$6,000.00 will be held until the bleachers are put in place at the park. Chairman Reiner stated Custom Contractors were very good to work with on the park project and they did an excellent job; the park looks great. Chairman Reiner stated to the Board members he got pricing (verbal) for lighting at the park and it's very expensive; each pole is approx. \$30,000.00. This will need to be discussed next year and will have to be done by accepting bids and the township will need to limit the lighting to certain areas of the park.

3) CORRESPONDENCES RECEIVED FOR THE PARK PROJECT

a) Memo from the Park & Recreation Committee

Rick Tweed, Member of the P & R Committee asked the Board if they read over the proposal for business's to purchase banners for the baseball fences. The Board members stated they did read over the proposal and it was a very good idea. Rick stated he would like approval from the Board in order to move forward with the project and the business can purchase the banners in time for spring baseball season.

MOTION made by Supervisor Meckes, Second by Chairman Reiner to approve the P & R Committee to solicit businesses to purchase a banner (with their business name) to be placed on the baseball field fences.

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

b) Quote for the Pavilion Project

Supervisor Lignore stated to the Board members that he obtained a quote from Jeffrey J. Swartz, PE, LEED AP to prepare the plans for the pavilion for the park; Hourly rate of \$95.00 plus expenses and will not exceed \$2,900.00; Pavilion Project Quote includes: Code review / Requirements; Building / Structural plans; Electrical; Plumbing; Mechanical; accessibility / Life Safety plans.

MOTION made by Chairman Reiner, Second by Supervisor Lignore to accept the quote from Jeffrey J. Swartz, PF, LEED AP to prepare the plans and drawings for the pavilion at the park at a rate of \$95.00 per hour and not to exceed \$2,900.00

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

4) PAYMENT REQUEST #8 TO CUSTOM CONTRACTING

BIA received and reviewed payment request #8 and certified the Application.

MOTION made by Chairman Reiner, Second by Supervisor Lignore to approve Payment Request #8 in the amount of **\$ 21,683.54** to Custom Contracting.

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

H. REPORTS:

WARREN REINER, CHAIRMAN

TRANSFER STATION REPORTS

A) BULK AMOUNT NOVEMBER 2016---\$ 549.00 * / July-Nov Total: \$ 4,756.00

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

2016-2017 Residential Permits (1695) \$ 43,460.47

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

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

TOTAL Garbage Permits Sold (July-Nov) \$ 48,285.47*

Total Deposits to Garbage Acct for 2016-17 \$ 202,679.22*

B) ADMINISTRATIVE REPORTS

RIGHT-TO-KNOW REQUESTS FOR NOVEMBER 2016

Administrative & Financial Requests: (See Attached Lists)

Submitted: 11 / Responded: 11 / Total Hours: 7.25 hrs

Zoning & Septic Requests: Submitted: 15 / Responded: 15

C) ZONING DEPARTMENT

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

- 2) **WILLIAMS REVERSE SUBDIVISION—Conditional Approval**

Randall and Debra Williams, 100 Walnut Drive, Walnutport, PA; proposed combining nine (9) lots; Parcel No. 36A-51-A19, 20, 22A, 23A, 24A, 25, 26, 27, 28 into one (1) lot #27A for a total of 19.782 acres; Requested waivers from Saldo; **Section 331 (plan to be drawn to scale as required); Section 333.7 (plan to indicate a key map); Section 333.15 (plan indicate contour lines at vertical intervals); Section 333.19 (plan indicate proposed building setback or placement); Section 333.31 (plan include diameter of trees 8" or more)** 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 331; 331.7; 333.15; 333.19; 333.31** as recommended by PC.

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

- 3) **MERZ REVERSE SUBDIVISION—Conditional Approval**

Timothy and Brenda Merz, 9 Heron Way, Andover, NJ; proposed combining two (2) lots #1454 & #1455 into one (1) lot #1455A and have requested waiver from Saldo; **Section 333.15 (plan indicates contour lines for natural slopes); Section 333.31(diameter 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 Meckes to grant the waivers for **SALDO 331.15; 333.31** as recommended by PC.

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

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:40P.M.

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

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

REMINDERS:

- 1) *The Reorganization Meeting will be held on Tuesday, January 3rd at 6:00pm immediately followed by the regular Board of Supervisors Meeting.*
- 2) *The Township Office will be closed on Monday, December 26th and Monday, January 2nd for Christmas Day and New Year's Day Holidays*
- 3) *The Park & Recreation Committee Members will NOT be having their monthly (12/20) meeting in December; Will be having their monthly meeting on Tuesday, January 17th at 6:30pm*

**SUSAN K. GIBISER
TOWNSHIP SECRETARY**

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