

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

MEETING MINUTES

January 3, 2017

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:

Supervisor Warren Reiner called the meeting to order following the Reorganization meeting; 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, Secretary
Solicitor:	Thomas S. Nanovic

A. PUBLIC COMMENTS ON AGENDA ITEMS ONLY--None

B. MEETING MINUTES:

(1) REGULAR BOS MEETING ON DECEMBER 5, 2016

MOTION made by Supervisor Chairman Reiner, Second by Supervisor Lignore to approve the BOS Meeting Minutes from December 5, 2016.

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

C. SECRETARY:

(1) ACKNOWLEDGE CORRESPONDENCE RECEIVED---No Motions required

D. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 12/31/2016)

Township General Fund:	\$ 3,229,219.94	State Liquid Fuels Fund:	\$ 177,512.34
Capital Reserve Fund:	\$ 104,574.58	Sanitation Fund:	\$ 700,216.50
Septic Fund:	\$ 230,715.77	Park/Recreation:	\$ 905,518.23
SALDO	\$ 9,209.53	Payroll:	\$ 9,804.09
TOTAL:			\$ 5,366,770.98

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 12/31/2016)

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 12/31/2016)

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

TOTAL FUNDS ON DEPOSIT: **\$ 6,675,141.56**

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

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

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

MOTION made by Chairman Reiner, Second by Supervisor Meckes to pay the bills for December 2016.

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

E. NEW BUSINESS:

WARREN REINER, CHAIRMAN

1) **RESOLUTION NO. 2 OF 2017—APPOINT CPA FIRM TO PERFORM THE 2016 AUDIT**

MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to adopt Resolution #2 of 2017 appointing Kirk, Summa, LLC CPA Firm to perform the 2016 Audit.

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

- 2) **CSG PERMIT MANAGER SOFTWARE Annual Support and Maintenance Agreement**
MOTION made by Chairman Reiner, Second by Supervisor Lignore to **accept** the CSG Permit Manager Software Annual Support and Maintenance Agreement for 2017 at the cost of \$1,850.00

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

- 3) **RESOLUTION NO. 3 OF 2017—Appointed Delegate and Alternate for TCC**
MOTION made by Chairman Reiner, Second by Supervisor Lignore to adopt Resolution #3 of 2017 appointing a **Delegate: Christine Fazio** and an **Alternate: Roger Meckes** as representatives for the CC Tax Collection Committee.

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

- 4) **DISCUSSION: TOWNSHIP SOLICITOR ON AGRICULTURAL SECURITY AREA – GETZ PROPERTY LOCATED IN PFT AND KIDDER TWP**

Tom Nanovic, township solicitor stated to the BOS that Charles Getz wants to have property put in the Ag Security Area in PFT; Kidder Township does not have ASA. Tom stated there is a provision within the law of ASA that this is allowed as long as each township does a resolution pertaining to accepting of the ASA. In the past, the BOS has stated they didn't want to pay for any costs associated with matter. Tom stated this has been going on since 2014 between Mr. Getz's attorney Miscavige, Carbon County PC and Richard Fedor (in charge of the ASA) Tom stated to the BOS it is costing the township money in solicitor fees; the BOS should authorize him to draft a resolution and proceed to end the matter. PFT cannot charge Mr. Getz any fees to have the property put within the ASA. Tom is not aware of any "property tax" breaks for property located within the ASA. The BOS wanted to know exactly what property is listed on the application; the township secretary said she will send this information to the Board and to the solicitor.

MOTION made by Supervisor Lignore, Second by Supervisor Meckes authorizing Tom Nanovic, township solicitor to draft a resolution allowing Charles Getz property to be listed and accepted into the ASA for Penn Forest Township. This resolution will be reviewed and motioned at the next township meeting.

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

- 5) **ROADMASTER REPORT FOR DECEMBER 2016**

Road master Reiner stated the winter has been tough with all the icy conditions; the laborers and the contractor are doing a good job to keeping up with maintaining the roads.

F. PFT PARK AND RECREATION UPDATE

Supervisor Lignore sent drawings of the restroom facility/concession stand to the township secretary. Supervisor Lignore explained the drawings and also noticed there were others drawings not included in the email. The BOS stated this will be reviewed again at the next meeting. Chairman Reiner stated the Board will need to discuss options about lighting at the park.

G. REPORTS:

TRANSFER STATION

WARREN REINER, CHAIRMAN

1) RESOLUTION NO. 4 OF 2017---SETTING FEES, ESTABLISHING RULES, REGULATIONS FOR DISPOSAL OF RESIDENTIAL OR LIGHT COMMERCIAL WASTE

Resolution #4 of 2017 states the fees, rules and regulations for the 2016-2017 garbage billing cycle of July 1, 2017 to June 30, 2018 for Residential, Limited Usage and Commercial.

MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to adopt Resolution No.4 of 2017 for setting fees, establishing rules, regulations for Disposal of Residential waste or Light Commercial waste for Penn Forest Township.

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

2) BULK AMOUNT for December 2016---\$ 505.00* / Year to Date Total: \$ 5,261.00

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

2016-2017 Residential Permits (1710)	\$ 44,575.85
2016-2017 Limited Permits (799)	\$ 3,275.00
2016-2017 Commercial Permits (9)	\$ 1550.00
TOTAL Garbage Permits Sold (July-Dec)	\$ 49,400.85*

Total Deposits to Garbage Acct for 2016-17 \$ 203,750.60*

3) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR DECEMBER 2016

Administrative & Financial Requests: (See Attached Lists)

Submitted: 14 / Responded: 15 / Total Hours: 10.75 hrs

Zoning & Septic Requests: Submitted: 8 / Responded: 8

H. ZONING DEPARTMENT

(1) **Zoning Officer**--- Kathryn Forry submitted December 2016 Report; End of the Year Report and Open Permits Report for 2016
Moving Permit Report for December 2016

I. PUBLIC COMMENTS--None

J. EXECUTIVE SESSION

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:55 P.M.

MOTION to adjourn meeting by Chairman Reiner, Seconded by Supervisor Lignore

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

REMINDERS:

- 1) The Next Regular Meeting Board of Supervisors will be held Monday, February 6, 2017 at 7:00pm.***
- 2) Weather permitting; The Planning Commission will be hold their Reorganization meeting on Monday, January 23rd at 6:00 p.m. at the Township Building.***

**SUSAN K. GIBISER
TOWNSHIP SECRETARY**

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