

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

MEETING MINUTES

February 6, 2017

The Regular Monthly Meeting of the Penn Forest Township Board of Supervisors was 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—No comments

B. MEETING MINUTES:

(1) REORGANIZATION MEETING ON JANUARY 3, 2017

MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to approve the Reorganization Meeting minutes from January 3, 2017

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

(2) REGULAR BOS MEETING ON JANUARY 3, 2017

MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to approve the BOS Meeting Minutes from January 3, 2017.

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 01/31/2017)

Township General Fund:	\$ 3,199,608.47	State Liquid Fuels Fund:	\$ 146,956.02
Capital Reserve Fund:	\$ 104,596.78	Sanitation Fund:	\$ 683,679.17
Septic Fund:	\$ 227,221.27	Park/Recreation:	\$ 905,409.12
SALDO	\$ 9,209.53	Payroll:	\$ 12,116.59
TOTAL:			\$ 5,288,796.95

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 01/31/2017)

Account Ending:	3381	-	\$ 250,106.22 (3 month CD)
	3382	-	\$ 250,000.00 (6 month CD)
	3383	-	\$ 500,000.00 (1 yr CD)
TOTAL:			\$1,000,106.22

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 01/31/2017)

Account Ending:	1495	-	\$ 102,588.70
	1710	-	\$ 104,339.48
	0064	-	\$ 101,658.00
TOTAL:			\$ 308,586.18

TOTAL FUNDS ON DEPOSIT: \$ 6,597,489.35

1) **MOTION** made by Chairman Reiner, Second by Supervisor Meckes to accept Treasurer's Report for January 2017 (Subject to Audit).

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

2) **PAYMENT OF THE BILLS FOR JANUARY 2017**

MOTION made by Chairman Reiner, Second by Supervisor Meckes to pay the bills for January 2017.

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

E. NEW BUSINESS:

WARREN REINER, CHAIRMAN

1) **RESOLUTION NO. 5 OF 2017—ALLOWING LAND OUTSIDE PFT INTO PFT ASA**

MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to adopt Resolution #5 of 2017; allowing land lying entirely outside of PFT to be added to the PFT Agricultural Security Area for Charles and Carol Getz

ROLL CALL: SL-YES; RM-YES; CF-NO; WR-NO MOTION FAILED-TIE VOTE

2) RESOLUTION NO. 6 OF 2017—NEW LAND DEVELOPMENT

MOTION made by Chairman Reiner, Second by Supervisor Lignore to adopt Resolution #6 of 2017; new land development for Lynx Assoc., LTD, Holy Spirits Distillery for a Community On-Lot System and official sewage facilities plan to be submitted to DEP.

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

3) ROADMASTER REPORT FOR JANUARY 2017

Roadmaster Warren Reiner stated the winter weather of ice has been rough this year; ordering lots of salt and cinders for the roads. The project of cutting down trees along township roads has been completed; cut down approx. 30 trees. Laborers have been plowing, cindering, repairs and maintenance to lawn mowers, tractors and building a filing room at township building.

F. PFT PARK AND RECREATION UPDATE

1) Discussion concerning lights and electric at the Park

Chairman Reiner asked the Board members about having the contractor look over the park again and provide a quote for lights and additional electric service in just the essential places such as the parking lot, walking trail, courts and baseballs fields--these areas would be very limited on lights. The Board members agreed on limiting the lights at the park and stated to Chairman Reiner to get additional quotes to be discussed at the next meeting.

2) Park & Recreation Committee comments on the park.

Rick Tweed and Rich Strack from the P & R Committee spoke to the BOS about several requests:

- 1) Asked the Board about amendments to Ordinance #3 of 2015—pertains to the P & R Committee members, rules & regulations of the park. Tom Nanovic stated to the BOS, he will review the requests from the members and get back to the Board next month.
- 2) Fact Sheet #1—JT All American Baseball Classic Tournament 9/16, 9/17
This would be baseball leagues having a baseball tournament for the weekend; this would provide revenue for the P & R Committee to be able to use these funds for varies projects at the park. The BOS liked this idea and granted approval.
- 3) Fact Sheet #2—Solicit area businesses for funding for scoreboards and PA system
Would like to contact local area businesses to donate to have (2) scoreboards and a PA announcing systems for the two (2) baseball fields. The BOS also liked this idea.

MOTION made by Chairman Reiner, Second by Supervisor Meckes to allowed the P & R Committee to do Fact Sheet #1 and #2.

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

4) Fact Sheet #3—Celebration of Flag Day—Massing of the Colors

Local Military, Veterans, and JROTC groups to perform a Massing of Colors at the park on June 10, 2017 at 10:00am—Flag Day. The BOS like the idea and approved.

MOTION made by Vice-Chairman Fazio, Second by Chairman Reiner to allow the P & R Committee to have the event of Massing of the Colors on 6/10/17 at the park.

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

5) Fact Sheet #4—Solicit area businesses for donations of Landscaping Items

The BOS stated that no landscaping should be done at this time since the restrooms/ concession stand is still not built and other areas are not finished with grass seeding. Hopefully by mid-summer or earlier any landscaping, benches, and shades trees can be done at the park.

6) Fact Sheet #5—Park & Recreation Facebook Page

The members stated they would like to create a Facebook page that will contain all the information about the park's events, activities, contact information, etc. and this will be maintained by the P & R Committee members. The BOS stated this would be a good idea and the public would be able to obtain information about the park activities.

MOTION made by Vice-Chairman Fazio, Second by Chairman Reiner to allow the Park & Recreation committee to create a Facebook page for the Park.

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

Chairman Reiner stated the township secretary received a request from a local business requesting to sell food (ice cream) at the park during events. The Board members stated that this is not a good idea since the park is not completed and if one business is allowed at the park then more will ask and it could get out of hand. They could purchase a banner thru the P & R Committee to advertise for their business.

MOTION was made by Chairman Reiner, Second by Supervisor Lignore not to allow any vendors or businesses to sell any food of any kind at the park during events.

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

3) **PAYMENT REQUEST #9 TO CUSTOM CONTRACTING**

BIA received and reviewed payment request #9 and certified the Application.

BIA stated that the last remaining balance of \$6,000.00 that is being held until the park project Phase II is completely finished, the contractor has requested the entire balance. BIA stated there are still some issues with the seeding of areas of grass and the bleachers being installed. Chairman Reiner stated the bleachers were installed last week and the contractor left all the supplies for seeding of areas (lime, grass seed, etc.) about \$1,000.00 worth of supplies and feels the contractor should be given some of the funds that are being held by the township. The other Board members agreed.

MOTION made by Chairman Reiner, Second by Supervisor Lignore to approve Payment Request #9 in the amount of **\$ 5,500.00** to Custom Contracting and the township will hold \$500.00 until all the areas of grass are seeded and growing properly.

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

4) **Discussion by the Board of Supervisors—Restrooms/Concession Stand at the Park**

Supervisor Lignore provided the Board with a detailed drawing of the facility and stated the township laborers could do some of the work in order to save money; this would be the excavating, trench for the superior walls, prep work for the flooring, roofing, soffit and fascia.

The Board members stated they weren't sure if this could be done legally since its using public funds and should be done by a bidding process. Tom Nanovic stated he will review the township code book and email the information to Susan on the bidding process. Also will need to check with the PA Dept. of Agricultural because the facility will be servicing food, there could be inspections that might have to be done prior to using the building. Daniel Wilusz, Township Engineer stated if the Board decided to bid out the project by separate phase such as electric, plumbing, flooring, etc. there could be a lot of issues with contractors and having the project finished in a timely matter and stated BIA would be willing to do the specs and bidding packets for the whole project using the drawing provided by Supervisor Lignore. The BOS asked Daniel "what would be the cost for BIA to do the specs and bidding packets?" Daniel couldn't provide a cost and state he would need to get back to the Board. The BOS agreed to have BIA provide a cost prior to any approval of the doing any specs or bidding packets. Chairman Reiner stated since the septic system has already been designed by BIA, the specs should be done by BIA and get the bidding process started so this can be done prior to the restrooms being built.

MOTION made by Supervisor Meckes, Second by Vice-Chairman Fazio to have BIA process the specs and bidding paperwork for the septic system at the park.

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

G. REPORTS:

TRANSFER STATION

WARREN REINER, CHAIRMAN

1) Towamensing Trails POA Garbage Exemption

Letter received requesting exemption for the 2017-2018 Garbage Permits fees for residents of Towamensing Trails.

MOTION made by Chairman Reiner, Second by Supervisor Meckes to **exempt** Towamensing Trails residents for the 2017-2018 Garbage Permits fees.

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

2) BULK AMOUNT for January 2017---\$ 708.00 * / Year to Date Total: \$ 5,969.00

Prior Deposits to Garbage Acct for 2016-17	\$ 153,844.75*
2016-2017 Residential Permits (1735)	\$ 46,436.08
2016-2017 Limited Permits (801)	\$ 3,375.00
2016-2017 Commercial Permits (9)	\$ 1550.00
TOTAL Garbage Permits Sold (July-Jan '17)	\$ 51,361.08*
Total Deposits to Garbage Acct for 2016-17	\$ 205,913.83*

3) **ADMINISTRATIVE REPORTS**

A) **RIGHT-TO-KNOW REQUESTS FOR JANUARY 2017**

Administrative & Financial Requests: (See Attached Lists)

Submitted: 12 / Responded: 13 / Total Hours: 7.00hrs

Zoning & Septic Requests: Submitted: 33 / Responded: 33

H. **ZONING DEPARTMENT**

(1) **Zoning Officer**--- Kathryn Forry submitted January 2017 Report
Moving Permit Report for January 2017

I. **PUBLIC COMMENTS**---No public comments

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, March 6, 2017 at 7:00pm.*
- 2) *The Planning Commission held their Reorganization meeting and Regular meeting on Wednesday, February 1st at 6:00 p.m. at the Township Building. Their next regular meeting will be held on Monday, February 27th at 6:00pm at the Township Building.*
- 3) *The Township Office will be closed on Monday, February 20th in observation of President's Day Holiday. The Transfer Station will be open regular hours.*

SUSAN K. GIBISER
TOWNSHIP SECRETARY

WARREN R. REINER
CHAIRMAN, BOARD OF SUPERVISORS