

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

MEETING MINUTES

March 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 (by phone 7:30pm) Scott Lignore, Supervisor Roger Meckes, Supervisor (absent)
Office Staff:	Susan K. Gibiser, Secretary
Solicitor:	Thomas S. Nanovic

A. PUBLIC COMMENTS ON AGENDA ITEMS ONLY

Richard Strack, Park & Recreation Committee member stated the P & R is moving along with the fundraiser regarding the banners for the baseball fences with local businesses. There is someone interested in joining the PFT Park & Recreation committee and will be attending their next meeting. The JT Little League will be submitting their application to use the baseball field and the P & R committee will be submitting to the BOS the cost for scoreboards, PA system and a storage shed or storage type benches for equipment and maintenance supplies.

B. MEETING MINUTES:

(1) REGULAR BOS MEETING ON FEBRUARY 6, 2017

MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to approve the BOS Meeting Minutes from February 6, 2017.

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

C. SECRETARY:

(1) ACKNOWLEDGE CORRESPONDENCE RECEIVED--- **Motions needed

1. Ragnar Relay PA information received from Olivia Darrow, Race Director requesting the Township BOS permission to allow the race to come thru the township and approval for both fire companies and the fire police for their assistance for traffic control. The event will take place Friday, June 2nd and Saturday, June 3rd

MOTION made by Chairman Reiner, Second by Supervisor Lignore to allow Ragnar Relay PA to hold their race event on June 2nd & June 3rd; Race director will need to contact PFT Co. #1 and PFT Co. #2 to request their assistance for the event.

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

2. Ragnar Relay of PA would also like to use the PFT parking lot at the Park as an "Exchange Point" The BOS discussed this matter concerning using the Park as an "Exchange Point" for the race event; stated since there could be other events already going on at the park on these dates, the BOS could not allow any additional events due to limited parking.
3. Jim Thorpe Summer Recreation Program is scheduled for 2017 and requesting donations from sponsors for the camp programs.

MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to donate \$1,000.00 to the Jim Thorpe Summer Recreation Program.

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

D. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 02/28/2017)

Township General Fund:	\$ 3,296,854.66	State Liquid Fuels Fund:	\$ 125,690.41
Capital Reserve Fund:	\$ 104,616.84	Sanitation Fund:	\$ 667,526.25
Septic Fund:	\$ 223,926.77	Park/Recreation:	\$ 898,217.87
SALDO	\$ 9,209.53	Payroll:	\$ 23,210.08
TOTAL:			\$ 5,349,252.41

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 02/28/2017)

Account Ending:	3394/ #5851 -	\$ 250,442.15 (6 month CD)
	3382/ #4619 -	\$ 250,505.13 (6 month CD)
	3383/ #4686 -	\$ 501,684.63 (1 yr CD)
TOTAL:		\$1,002,631.91

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 02/28/2017)

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

TOTAL FUNDS ON DEPOSIT: **\$ 6,660,470.50**

- 1) **MOTION** made by Chairman Reiner, Second by Vice-Chairman Fazio to accept Treasurer's Report for February 2017 (Subject to Audit).

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

- 2) **PAYMENT OF THE BILLS FOR FEBRUARY 2017**

MOTION made by Chairman Reiner, Second by Supervisor Lignore to pay the bills for February 2017.

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

E. NEW BUSINESS:

WARREN REINER, CHAIRMAN

- 1) **RATIFY THE MOTION TO CHANGE CD AT MCTC FROM 3 MONTH TO 6 MONTH**

MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to ratify the motion that was done by a call out vote to change the 3-month CD #203381 to a 6-month CD

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

- 2) **RESOLUTION NO. 7 OF 2017---AUTHORIZING SIGNATURES FOR CD AT MCTC**

MOTION made by Chairman Reiner, Second by Supervisor Lignore to adopt Resolution No. 7 of 2017 to adding authorizing signatures on CD Account #203394 (6 month)

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

- 3) **PLANNING COMMISSION---TOWNSHIP SEEKING ALTERNATES**

Changes to the Municipal Planning Commission Code; Municipalities may appoint by resolution at least one (1) but no more than three (3) residents to serve as alternates on the PC
Chairman Reiner announced to the public that the BOS is seeking residents to serve on the PC as alternates. Anyone interested should submit a letter of interest to the township secretary.

- 4) **PLANNING COMMISSION SALDO FEE SCHEDULE**

Discussion concerning revising the Planning Commission SALDO Fee Schedule
The township secretary stated to the Board that a SALDO fee schedule was not adopted by a resolution when the SALDO was adopted and the current fees being charged to applicants is not up to date according to plans and costs associated with the plans. Dan Wilusz from BIA stated to the Board that the fees that are currently being charged to the applicants is not meeting the standards fees to today's plans and most of the time the township secretary has to request add't funds from the applicant. The township secretary stated that any application fees that are over the amount of the invoice will be refunded to the applicant. Tom Nanovic stated that any additional fees owed or to be refunded to the applicant should be stated in the resolution.

MOTION made by Chairman Reiner, Second by Supervisor Lignore to have Tom Nanovic draft a resolution with the SALSO fee schedule for the BOS to adopt at next month's meeting.

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

5) ROADMASTER REPORT FOR FEBRUARY 2017

Chairman Reiner stated the Laborers have been clearing the roads of snow and ice; cleaning and clearing shoulders on township roads.

F. PFT PARK AND RECREATION UPDATE

1) Discussion concerning Lights and Electric at the Park

Chairman Reiner stated he has been working and discussing a lighting plan for the park with Dan Wilusz from BIA; a drawing should be done very soon for the Board to review.

Chairman Reiner stated that he has been at the park recently and there are several people that are not keeping their dogs on a leash and letting the dogs run around the park and of course not cleaning up after their dogs. Chairman Reiner stated to please keep all dogs on a leash and clean up their dog's waste; if the rules are not followed for dogs at the park then the rules will need to be changed to not allow any dogs.

G. REPORTS:

TRANSFER STATION

WARREN REINER, CHAIRMAN

1) **INDIAN MTN LAKES CIVIC ASSOC--Garbage Exemption**

Letter and all required information were received for garbage exemption for the 2017-2018 Garbage Permits fees for residents of IML residents.

MOTION made by Chairman Reiner, Second by Supervisor Lignore to **exempt** residents in IML for the 2017-2018 Garbage Permits fees.

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

2) **COMMUNITY of BELTSVILLE LAKE ESTATES, INC--Garbage Exemption**

Letter and all required information were received for garbage exemption for the 2017-2018 Garbage Permits fees for residents of Beltsville Lake Estates residents.

MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to exempt residents in Beltsville Lake Estates for the 2017-2018 Garbage Permits fees.

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

3) **SOLOMON CONTAINER SERVICE AGREEMENT**

The two (2) year recycling service agreement was received from Solomon Container. There is no price increase with this agreement.

MOTION made by Chairman Reiner, Second by Supervisor Lignore to **accept** the two (2) year recycling service agreement with Solomon Container Service Company.

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

4) **DELINQUENT GARBAGE ACCOUNTS**

MOTION made by Chairman Reiner, Second by Supervisor Lignore to **write off** the amount of \$ 2,223.28 from the 2014-prior delinquent garbage list; use of private hauler.

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

5) **BULK AMOUNT for February 2017---\$ 457.00* / Year to Date Total: \$ 6,426.00**

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

2016-2017 Residential Permits (1735) \$ 47,299.13

2016-2017 Limited Permits (801) \$ 3,375.00

2016-2017 Commercial Permits (9) \$ 1550.00

TOTAL Garbage Permits Sold (July-Jan '17) \$ 52,224.13*

Total Deposits to Garbage Acct for 2016-17 \$ 206,525.88*

6) **ADMINISTRATIVE REPORTS**

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

Administrative & Financial Requests: (See Attached Lists)

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

Zoning & Septic Requests: Submitted: 9 / Responded: 9

H. **ZONING DEPARTMENT**

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

2) **McCARRY REVERSE SUBDIVISION—Conditional Approval**

Joseph and Judith McCarry, 45 Thornridge Rd, Springfield, PA; property located at 45 Bryon Lane, Albrightsville; proposed combining two (2) lots #554 & #555 into one (1) lot #554A and have requested waivers from Saldo; **Section 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 331.15; 333.31** as recommended by PC.

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

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

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

I. PUBLIC COMMENTS

Christine Whaley and Kortney Kotow---stated to the Board members that there is a petition being circulated to start a Boys & Girls Club within the local area for the children to have a place to do activities and be community involved and not be on the streets. Chairman Reiner stated to send a letter to the township secretary stating their intentions to the Board and what is it that they want from the township. Tom Nanovic also asked Christine and Kortney “what did they want from the Board of Supervisors?” Christine stated they thought the Board could offer to possibly build a place or provide a building to use as a Boys & Girls club. The BOS stated the township is not able to build since there is no room at the park and the township has no other land available to use for this type of structure. Tom suggested contacting the Jim Thorpe SD to see if the school board directors could offer or assist with their project.

Brian---asked the Board about putting a dog park area at the park. The BOS stated there is no area left at the park to construct a dog park however there is a dog walking area by the retention pond.

J. PARK PROJECT---RESTROOMS / CONCESSION STAND

Discussion on the next park project for a facility of Restrooms and Concession Stand. BIA to discuss concerning the drawing, specs and bidding.

The BOS asked Dan Wilusz, township engineer about the septic project for the park; Dan stated the review of all the documents and plans are done and the project is ready to be advertised to accept sealed bids for the April BOS meeting.

MOTION made by Chairman Reiner, Second by Supervisor Lignore to advertise to accept sealed bids for the septic system for the park; advertising will be for 3/13, 3/20; pre-bid information meeting on 3/22; bid to be opened and awarded at the BOS meeting on April 3rd.

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

Dan Wilusz, township engineer stated BIA has worked on a draft proposal for Phase III project of Restrooms and Concession Stand for the park. The following is the proposal from BIA:

- 1) **Survey Services**---survey the existing site and conditions of proposed area; conduct PA Utility Line Protection Act, PA One Call and map area; prepare plans.
Cost: \$1,200.00
 - 2) **Site and Grading Plan**---compile base map; conduct field observations; prepare the site plans for structures, sewer, water and electric utilities.
Cost: \$1,600.00
 - 3) **Technical Specifications**---prepare technical specifications for all products listed in drawing provided by township; prepare manual of project; bid advertisement, bid packages and distribute to bidders.
Cost: \$2,800.00
 - 4) **Bid Phase Services**---Attend one (1) pre-bid meeting with bidders; respond to any inquiries from any bidders; review bids received, prepare bid tabulation sheet, notice of award certificate and all other notices and required documents.
Cost: \$3,200.00
 - 5) **Construction Phase Services**---1) **Administration**: meetings, contract documents, applications for payment reviews, punch list, and close out item lists.
Cost: \$2,500.00
- 2) **Site Observation*****hourly fee, approx. 60 hours; Cost: \$5,000.00
Total cost is \$ 16,300.00

The Board discussed the proposal of services provided by BIA for the restroom/concession stand project and Board all agreed that the cost was high for the project. Supervisor Lignore stated “we should look for other bids for engineer services for this project.” The BOS agreed however did not want to wait too long for quotes since the facility needs to be done soon. The BOS also asked if BIA could review the proposal again and provide another quote. Supervisor Lignore offered to do some of the Site Observation work at the park and this should help to reduce the cost. Daniel stated BIA would review the proposal again and see where cost can be reduced. The BOS asked that he forward the second quote to Susan by March 15th and she will inform the Board of the cost and will do a call-out vote to the Board to make their decision.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:05PM

MOTION to adjourn meeting by Chairman Reiner, seconded by Supervisor Lignore.

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

K. EXECUTIVE SESSION

The BOS held an executive session at 8:05pm until 8:30pm; discussed legal matters.

REMINDERS:

- 1) The Next Regular Meeting Board of Supervisors will be held Monday, April 3, 2017 at 7:00pm.***
- 2) The Park and Recreation will hold their monthly meeting on Tuesday, March 18th at 6:30pm at the Township Building.***
- 3) The Planning Commission will hold their monthly meeting on Monday, March 27th (if needed)***

**SUSAN K. GIBISER
TOWNSHIP SECRETARY**

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