

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

MEETING MINUTES

April 3, 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; 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, Secretary
Solicitor:	Thomas S. Nanovic

PRESENTATION FROM CC CHAMBERS& ECONOMIC---KATHY HENDERSON

Kathy Henderson and Marlyn Kissner presented the BOS information for area businesses and residents from Carbon County Chambers & Economic department which has available at their office. Provided the BOS and the township secretary with pamphlets and booklets for the township office.

A. PUBLIC COMMENTS ON AGENDA ITEMS ONLY

Ms. Linda Stewart asked about the location of the restrooms/concession at the park. The Board stated the plans are not finalized however will be located at the other end of the park.

B. MEETING MINUTES

(1) REGULAR BOS MEETING ON MARCH 6, 2017

MOTION made by Chairman Reiner, Second by Supervisor Lignore to approve the BOS Meeting Minutes from March 6, 2017.

ROLL CALL: JK-YES; SL-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 03/31/2017)

Township General Fund:	\$ 3,364,156.95	State Liquid Fuels Fund:	\$ 380,369.89
Capital Reserve Fund:	\$ 104,639.05	Sanitation Fund:	\$ 624,539.89
Septic Fund:	\$ 221,853.77	Park/Recreation:	\$ 894,000.05
SALDO	\$ 9,209.53	Payroll:	\$ 12,060.32
TOTAL:			\$ 5,610,829.45

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 03/31/2017)

Account Ending:	3394/ #5851 -	\$ 250,557.42 (6 month CD)
	3382/ #4619 -	\$ 250,620.43 (6 month CD)
	3383/ #4686 -	\$ 502,069.48 (1 yr CD)
TOTAL:		\$1,003,004.50

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 03/31/2017)

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

TOTAL FUNDS ON DEPOSIT: **\$ 6,922,420.13**

1) **MOTION** made by Chairman Reiner, Second by Supervisor Lignore to accept Treasurer’s Report for March2017 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR MARCH 2017

MOTION made by Chairman Reiner, Second by Supervisor Meckes to pay the bills for March2017.

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

E. NEW BUSINESS:

WARREN REINER, CHAIRMAN

1) RESOLUTION NO. 8 OF 2017---ESTABLISHING SALDO FEE SCHEDULE

MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to adopt Resolution No. 8 of 2017 establishing a SALDO fee schedule.

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

2) 2016 ANNUAL AUDIT AND FINANCIAL REPORT FROM KIRK, SUMMA, LLC

The Township secretary received the 2016 Audit and Financial Report from Kirk, Summa & Co., LLP firm. The Financial Report was published in the local newspaper on March 29th.

3) ROADMASTER REPORT FOR MARCH 2017

Roadmaster Reiner stated the Laborers and plowing contractor did an excellent job during the recent snow storm. The Laborers are working on cleaning township roads, shoulders, patching holes, and installing pipes.

4) Letter of Interest Received for the Planning Commission

Letter received from Mr. Stacey Venetos

MOTION made by Chairman Reiner, Second by Supervisor Lignore to appoint Mr. Stacey Venetos as an Alternate to the PFT Planning Commission.

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

F. PFT PARK AND RECREATION

1) Opening of Sealed Bids for Septic System at the Park

The Township Secretary opened the sealed bids received for the park septic system. There were a total of six (6) bids received as follows:

NAME OF BIDDER	LOCATION	TOTAL BID	NOTES
N & B Enterprises	West Wyoming, PA	\$ 52,965.00	
Shiffer Bituminous	Kunkletown, PA	\$ 46,000.00	
Bruce George			BID
Excavating	Kunkletown, PA	\$ 42,000.00	AWARDED
Todd Green Septic	Palmerton, PA	\$ 68,500.00	
Papillion & Moyer	Stroudsburg, PA	\$ 89,938.00	
Custom Contracting	Acme, PA	\$ 69,000.00	

MOTION made by Chairman Reiner, Second by Supervisor Meckes to accept the bid from Bruce George Paving & Excavating in the amount \$42,000.00. BIA will review the bid to make sure all bid documents are in order to proceed with the septic project.

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

2) Ratify the Motion for Accepting the 2nd Proposal from BIA for Restroom/Concession

MOTION made by Chairman Reiner, Second by Supervisor Meckes to ratify the motion that was done by a call out vote on 3/16/17 to accept the 2nd proposal from BIA for the Restroom/Concession stand facility at the park. Total Cost: \$10,800.00

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

3) Park & Recreation Committee

Committee is recommending to the BOS to appoint Mandy Marotto to the P & R Committee

MOTION made by Chairman Reiner, Second by Supervisor Lignore to appoint Mandy Marotto to the Park & Recreation Committee, effective April 3, 2017.

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

Rick Tweed, P & R Committee member requested the BOS to purchase two (2) storage sheds for the park for the baseball and football teams to store their equipment and other items. Chairman Reiner agreed and asked the other Board members to authorize him to purchase the sheds at a cost of no more than \$7,000.00. Rick also requested additional port-a-potties at the park until the restroom/concession stand project is completed.

MOTION made by Vice-Chairman Fazio, Second by Supervisor Lignore to authorize Chairman Reiner to purchase two (2) sheds for the park at a cost of no more than \$7,000.00

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

MOTION made by Supervisor Meckes, Second by Vice-Chairman Fazio to have the township secretary contact the port-a-potties company and have them put an additional two (2) at the park until the restrooms project is completed.

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

Chairman Reiner stated to the Board members it's time to purchase the new tractor that was budgeted for 2017 for cutting grass and trimming at the park. Approx. cost will be \$25,000.00

MOTION made by Chairman Reiner, Second by Supervisor Meckes to authorize Chairman Reiner to contact Ag Industrial Supply to order the tractor and cutting blade. Cost to be approx. \$25,000.00

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

G. REPORTS:

TRANSFER STATION

WARREN REINER, CHAIRMAN

1) ELECTRONIC RECYCLING PROGRAMS FOR 2017

Dates and Information received for Electronical Recycling for 2017
Available---Saturday during July--- 1st; 8th; 15th; 29th (2016---July 16th)

MOTION made by Chairman Reiner, Second by Supervisor Lignore to have an Electronic Recycling event on **Saturday, July 15th for (6) hours, 9am to 3pm** at the transfer station.

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

2)BULK AMOUNT for March 2017---\$ 923.00* / Year to Date Total: \$ 7,349.00

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

2016-2017 Residential Permits (1747)	\$ 48,333.78
2016-2017 Limited Permits (801)	\$ 3,375.00
2016-2017 Commercial Permits (9)	\$ 1550.00
TOTAL Garbage Permits Sold (July-Jan '17)	\$ 53,258.78*

Total Deposits to Garbage Acct for 2016-17 \$ 208,026.53*

3) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR MARCH 2017

Administrative & Financial Requests: (See Attached Lists)

Submitted:10 / Responded:10 / Total Hours: 4.25hrs

Zoning & Septic Requests: Submitted: 18 /Responded:18

H.ZONING DEPARTMENT

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

2) BANNON REVERSE SUBDIVISION—Conditional Approval

Joseph and Donna Bannon, 214 Eliot Lane, Albrightsville, PA; proposed combining two (2) lots #275 & #276 into one (1) lot #275A 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; RM-YES; CF-YES; WR-YES MOTIONPASSED

b) MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to conditional approve and accept the plan as recommended by the Planning Commission.

ROLL CALL: JK-Abstained; SL-YES; RM-YES; CF-YES; WR-YES MOTIONPASSED

3) APPROVAL of OPERATIONS & MAINTENANCE PLAN AGREEMENT

Operations and Maintenance Plan Agreement for Holy Spirits Distillery Stormwater Facilities.

MOTION made by Chairman Reiner, Second by Supervisor Lignore to **accept** the Operations and Maintenance Plan Agreement for Holy Spirits Distillery Stormwater Facilities.

ROLL CALL: JK-Abstained; SL-YES; RM-YES; CF-YES; WR-YES MOTIONPASSED

I. PUBLIC COMMENTS

Mr. Stacey Venetos--- asked the Board if the electronic recycling program was available to all the township residents including residents that live within Towamensing Trails. The Board stated yes.

Mr. Charles Getz---stated his concerns to the BOS about the prior decision the Board made not permitting his property in the PFT Ag Security Area. He asked the BOS to reconsider their decision because he really wants to preserve his property for the future of farm preservation. He stated to the Board he is willing to pay any fees that it may cost the township. Solicitor, Tom Nanovic stated to Mr. Getz the Board cannot charge him for any fees to be in the township's Ag Security Area. Mr. Getz also commented to the BOS how nice the new park looks and complemented the new projects that will be done this year. All the township supervisors that have been involved in the project have done a great job for the residents of the township. He also stated he would like to make a contribution to the park fund. The BOS stated that was up to him, the Board has no comments. Tom Nanovic stated to the Board and the public the process for properties being in the Ag Security Area. Tom also stated PFT BOS is allowed to add a property from a neighboring township if that township does not have an Ag Security Area Ordinance and Tom has previously prepared a resolution for the township so there would be no additional costs at this time.

MOTION was made by Supervisor Lignore, Second by Chairman Reiner to adopt Resolution #9 of 2017 for Allowing Land Lying entirely outside of PFT to be added to the PFT Ag Security Area; Charles and Carol Getz property located in Kidder Township.

ROLL CALL: JK-NO; SL-YES; CF-YES; WR-YES MOTION PASSED

The township Secretary stated she received information today about the 2017 Annual Benefit Horse Show that will take place on Sunday, June 25th and asked the BOS if they want to make a donation to sponsor the show. In 2016, the township donated \$50.00

MOTION made by Chairman Reiner, Second by Supervisor Lignore to donate \$100.00 to sponsor the Annual Benefit Horse Show for 2017.

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

Chairman Reiner stated to the Board he received complaints concerning a property that has had previous complaints and enforcement notices due to the condition of the property. Kathryn Forry, township zoning officer stated the Board needs Tom Nanovic's advice as to what should be the next step of action. After reviewing the information from Kathryn, Tom stated he would like the Board's approval to meet with Kathryn, review the property violations and discuss the steps of action such as filing a citation to the property owner.

MOTION made by Vice-Chairman Fazio, Second by Chairman Reiner to authorize Kathryn Forry and Tom Nanovic to meet and discuss legal action for a property with continued violations.

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

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:05P.M.

MOTIONto adjourn meeting by Chairman Reiner, seconded by Supervisor Lignore

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

REMINDERS:

- 1) *The Next Board of Supervisors meeting will be held Monday, May 1, 2017 at 7:00pm.*
- 2) *The Park and Recreation will hold their monthly meeting on Tuesday, April 18th at 6:30pm at the Township Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, April 24th (if needed) at the Township Building.*

**SUSAN K. GIBISER
TOWNSHIP SECRETARY**

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