

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

MEETING MINUTES

July 5, 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 at 7:00 p.m.; Roll Call by Christine Fazio, Vice Chairman.

Members: Warren Reiner, Chairman
Christine Fazio, Vice-Chairman
Judith Knappenberger, Supervisor- by phone
Scott Lignore, Supervisor - absent
Roger Meckes, Supervisor

Office Staff: Dana Vitale, Secretary
Solicitor: Thomas S. Nanovic - absent

A. PUBLIC COMMENTS ON AGENDA ITEMS ONLY - none

B. MEETING MINUTES:

(1) REGULAR BOS MEETING ON June 5, 2017

MOTION made by Chairman Reiner, Second by Supervisor Meckes to approve the BOS Meeting Minutes from June 5, 2017.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) DIMMICK MEMORIAL LIBRARY

MOTION made by Chairman Reiner, Second by Supervisor Meckes to approve Georgeann Pachulski as the Penn Forest Township Representative to the Dimmick Memorial Library.

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

2) CARBON COUNTY 2017 FAIR

MOTION made by Chairman Reiner, Second by Supervisor Meckes to allow Penn Forest Township Fire Police to provide traffic control at the Carbon County Fair.

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

D. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 06/30/2017)

Township General Fund:	\$ 3,624,543.18	State Liquid Fuels Fund:	\$ 359,245.04
Capital Reserve Fund:	\$ 104,721.49	Sanitation Fund:	\$ 695,390.59
Septic Fund:	\$ 223,343.27	Park/Recreation:	\$ 851,612.76
<u>SALDO</u>	<u>\$ 80,990.03</u>	<u>Payroll:</u>	<u>\$ 10,790.44</u>
TOTAL:			\$ 5,950,636.80

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 06/30/2017)

Account Ending:	3394/ #5851 -	\$ 250,936.54 (6 month CD)
	3382/ #4619 -	\$ 250,999.64 (6 month CD)
	3383/ #4686 -	\$ 503,336.04 (1 yr CD)

TOTAL: **\$1,005,272.22**

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 06/30/2017)

Account Ending:	1495 -	\$ 102,803.20
	1710 -	\$ 104,339.48
	0064 -	\$ 101,708.56

TOTAL: **\$ 308,851.24**

TOTAL FUNDS ON DEPOSIT: **\$ 7,264,760.26**

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

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

2) PAYMENT OF THE BILLS FOR JUNE 2017

MOTION made by Vice-Chairman Fazio , Second by Supervisor Meckes to pay the bills for

June 2017.

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

E. NEW BUSINESS:

WARREN REINER, CHAIRMAN

1) ROADMASTER REPORT FOR JUNE 2017

Township employees tar and chipped roads on Stony Mountain Road & Danner Road. They were also busy this month mowing grass and filling pot holes on Township roads.

2) RATIFY THE MOTION TO REIMBURSE DANA VITALE TOWNSHIP SECRETARY

MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to ratify the motion to reimburse Dana Vitale \$139.50 for training completed prior to her start date. Wage \$15.00/hour.

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

3) RATIFY THE MOTION TO REIMBURSE SUSAN GIBISER FORMER TOWNSHIP SECRETARY

MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to ratify the motion to reimburse Susan Gibiser \$275.00 for the training provided Dana Vitale. Wage \$25.00/hour.

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

4) RESOLUTION #10 OF 2017

MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to approve Resolution #10 of 2017 authorizing signing signature of Dana Vitale for banking purposes.

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

5) NEW EMPLOYEE

MOTION made by Chairman Reiner, Second by Supervisor Meckes to hire Ian Sterling as Full-time Laborer. Wage \$14.04 /hour.

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

F. PFT PARK AND RECREATION

1) CONCESSION STAND PROJECT - Tabled at this time.

2) “ROLLING FUND” PFT #1 & #2 FIRE COMPANIES

DISCUSSION- In 2012, the Township set aside \$30,000.00 for each Fire Company to be utilized for equipment, training, etc. At this time, the Board of Supervisors has reviewed the practice and has stated that the amount of funds set aside for the Fire Companies will be based on available Township funds at the time of budget review. Criteria specified in the Firemen Relief allocation will determine how money can be utilized by the Fire Companies. Fire Companies must report to the Township on how the allotted funds will be utilized prior to receiving the funds.

MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to review “Rolling Fund” money allocated for Penn Forest Township #1 & #2 annually when Penn Forest Township budget is prepared.

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

3) MAINTENANCE EQUIPMENT FOR BASEBALL FIELDS

MOTION made by Chairman Reiner, Second by Supervisor Meckes to approve material needed for baseball field. Funds to purchase equipment will be taken from the Park & Recreation line item. Receipts from purchase to be submitted to Township.

Infield nail drag -	\$125
Infield mat drag -	\$175
Batter box template-	\$170
4 Wheel baseline spreader –	\$190
Stone for warning tracks -	???
Surface quick dry-	\$45 (a bag) pallet ???
Line chalk-	\$240 (a pallet)

Field racks
Shovels
Wheel barrow
String line
Black background for centerfield fence

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

G. REPORTS:

WARREN REINER, CHAIRMAN

1) GARBAGE INVOICES HAVE BEEN MAILED FOR NEW BILLING CYCLE

******Attention Residents: DISCOUNT PERIOD HAS NOW ENDED**

Residential Card—Are now \$100.00

2) **TRANSFER STATION** - BULK AMOUNT for JUNE 2017---\$ 920.00 * / Year to

Date Total: \$ 10,047.00

Prior Deposits to Garbage Acct for 2016-17	\$ 163,891.75*
2016-2017 Residential Permits (1796)	\$ 51,250.96
2016-2017 Limited Permits (804)	\$ 3,525.00
2016-2017 Commercial Permits (9)	\$ 1,550.00
TOTAL DEPOSITS	\$ 56,325.96**
2017-2018 Limited Permits (859)	\$ 42,700.00
2017-2018 Disc Residential Permits (1,444)	\$ 106,450.00
2017-2018 Residential Permits (22)	\$ 1,797.01
2017-2018 Commercial Permits (6)	\$ 1,050.00
TOTAL DEPOSITS	\$ 151,997.01**
TOTAL ALL Garbage Permits Sold	\$ 208,322.97**
Total Deposits to Garbage Acct for 2016-17	\$ 372,214.72*

3) **ADMINISTRATIVE REPORTS**

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

Administrative & Financial Requests: (See Attached Lists)

Submitted: 36 / Responded: 36 / Total Hours: 18.75 hrs

Zoning & Septic Requests: Submitted: 28 / Responded: 28

4) **HIRE URBAN RESEARCH & DEVELOPMENT**

MOTION made by Supervisor Meckes, Second by Chairman Reiner to hire Urban Research and Development Corporation from Bethlehem, Pennsylvania to assist us in reviewing, and if necessary, rewriting, the provisions in our zoning ordinance addressing wind turbines.

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

H. **ZONING DEPARTMENT**

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

2) **BELTZVILLE ENTERPRISES STORAGE UNITS—Conditional Approval**

Beltzville Enterprises proposes to construct a 60,745 square foot storage garage facility on a 15.4969 acre property at the southwest corner of State Route (SR) 0534 and Meckesville Road. The site is situated within the C-1, "highway commercial," zoning district. The Applicant has requested waivers from SALDO; Section 316.11- a traffic study is required. Sections 231, 251, 310, & 320- to allow for a combined preliminary/final approval.

-The Planning Commission recommends to the BOS to grant the requested waivers and conditionally approve the plan. Conditioned upon the satisfaction of any remaining engineering items listed in the June 22, 2017 Isett review letter.

- a. **MOTION** made by Chairman Reiner, Second by Supervisor Meckes to grant the waivers for **SALDO 316.11; 231; 251; 310; 320** as recommended by the PC.
ROLL CALL: JK-YES; SL-ABSENT; RM -YES; CF- YES; WR- YES **MOTION PASSED**
- b. **MOTION** made by Chairman Reiner, Second by Supervisor Meckes to conditionally approve and accept the plan as recommended by the Planning Commission.
ROLL CALL: JK-YES; SL-ABSENT; RM -YES; CF- YES; WR- YES **MOTION PASSED**
- c. **MOTION** made by Chairman Reiner, Second by Supervisor Meckes to approve and accept the sewage planning module as recommended by the Planning Commission.
ROLL CALL: JK-YES; SL-ABSENT; RM -YES; CF- YES; WR- YES **MOTION PASSED**

3) NEW LINE NETWORKS, LLC – COMMUNICATIONS TOWER - Conditional Use Application Approval

New Line Networks, LLC, a Beachwood, Ohio, based wireless data transmission technologies firm, proposes to construct a 150 foot tall tower and operate it for telecommunications. The site location is along Old Stage Road (T-516). The subject parcel is listed as 45 acres. New Line Networks, LLC will lease a portion of the parcel affecting +/- 10,000 square feet. The lot is located in the R-2 zoning district (low density residential). The proposed use is classified as a commercial communications antenna/tower and requires conditional use approval by the Penn Forest Board of Supervisors, per section 306B.1.

-The Planning Commission recommends approval (2 to 1) for the Board of Supervisors to approve the Conditional Use application. The Board of Supervisors has the Conditional Use Hearing scheduled on July 17, 2017, at 6:00 PM.

I. PUBLIC COMMENTS - None

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:30 P.M.

MOTION to adjourn meeting by Supervisor Knappenberger, Second by Chairman Reiner

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

REMINDERS:

- 1) The Next Board of Supervisors meeting will be held Monday, Aug 7, 2017 at 7:00pm.***
- 2) The Park and Recreation will hold their monthly meeting on Wednesday, July 19th, at 6:30pm at the Township Building.***
- 3) The Planning Commission will hold their monthly meeting on Monday, July 24th (If needed) at the Township Building.***

**DANA VITALE
TOWNSHIP SECRETARY**

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