

**PENN FOREST TOWNSHIP
BOARD OF SUPERVISORS
2010 STATE ROUTE 903
AGENDA**

August 7, 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; Roll Call by Township Secretary.

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

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

A. PUBLIC COMMENTS ON AGENDA ITEMS ONLY - (3 Minute Limit)

B. MEETING MINUTES:

(1) REGULAR BOS MEETING ON July 5, 2017

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from July 5, 2017.

ROLL CALL: JK____; SL____; RM ____; CF____; WR____ **MOTION**_____

(2) SPECIAL BOS MEETING ON July 17, 2017

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the Special BOS Meeting Minutes from July 17, 2017.

ROLL CALL: JK____; SL____; RM ____; CF____; WR____ **MOTION**_____

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) UPDATE ON PIPELINE

July Report to Carbon County Stakeholders- PennEast/UGI Pipeline Project 7/5/2017

2) KIDDER TOWNSHIP POLICE DEPARTMENT

MOTION made by Supervisor _____, Second by Supervisor _____ to allow Penn Forest Township Fire Police #2 to provide traffic control for the August 13th Triathlon in Kidder Township. The hours are approximately 6:00 a.m. to 12:00 p.m.

ROLL CALL: JK____; SL____; RM ____; CF____; WR____ **MOTION**_____

3) THANK YOU LETTER

Thank you letter from Albrightsville Volunteer Fire Company for Penn Forest Township Sponsorship for the 2017 Annual Horse Show.

D. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 07/30/2017)

Township General Fund:	\$ 3,607,653.79	State Liquid Fuels Fund:	\$ 359,237.44
Capital Reserve Fund:	\$ 104,765.96	Sanitation Fund:	\$ 703,383.11
Septic Fund:	\$ 220,391.27	Park/Recreation:	\$ 852,630.14
SALDO	\$ 80,990.03	Payroll:	\$ 22,749.83
TOTAL:			\$ 5,951,801.57

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 07/30/2017)

Account Ending:	3394/ #5851 -	\$ 251,060.29 (6 month CD)
	3382/ #4619 -	\$ 251,123.42 (6 month CD)
	3383/ #4686 -	\$ 503,749.74 (1 yr CD)

TOTAL: **\$1,005,933.45**

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 07/30/2017)

Account Ending:	1495 -	\$ 102,803.20
	1710 -	\$ 104,557.41
	0064 -	\$ 101,734.06

TOTAL: **\$ 309,094.67**

TOTAL FUNDS ON DEPOSIT: **\$ 7,266,829.69**

1) MOTION made by Supervisor_____, Second by Supervisor_____ to accept Treasurer’s Report for July 2017 (Subject to Audit).

ROLL CALL: JK____; SL____; RM ____; CF____; WR____ **MOTION**_____

2) PAYMENT OF THE BILLS FOR JULY 2017

MOTION made by Supervisor _____, Second by Supervisor _____ to pay the bills for July 2017.

ROLL CALL: JK____; SL____; RM ____; CF____; WR____ **MOTION**_____

E. NEW BUSINESS:

PERSONNEL- CHRISTINE FAZIO, VICE CHAIRMAN

1) MOTION TO RATIFY PURCHASE OF \$4,000,000.00 BOND FOR SECRETARY

MOTION made by Supervisor_____, Second by Supervisor_____ to ratify the purchase of \$4,000,000.00 bond for Secretary.

ROLL CALL: JK____; SL____; RM____; CF____; WR____ **MOTION**_____

2) MOTION TO END PROBATION OF DANA VITALE TOWNSHIP SECRETARY

MOTION made by Supervisor_____, Second by Supervisor_____ to end probation period of Dana Vitale, Secretary effective August 7, 2017.

ROLL CALL: JK____; SL____; RM____; CF____; WR____ **MOTION**_____

3) MOTION TO INCREASE SALARY DANA VITALE TOWNSHIP SECRETARY

MOTION made by Supervisor_____, Second by Supervisor_____ to increase salary of Dana Vitale, Secretary to \$18.00 per hour effective immediately.

ROLL CALL: JK____; SL____; RM____; CF____; WR____ **MOTION**_____

4) MOTION TO APPOINT DANA VITALE RIGHT-TO- KNOW OFFICER

MOTION made by Supervisor_____, Second by Supervisor_____ to appoint Dana Vitale Right –To- Know Officer for Administrative purposes.

ROLL CALL: JK____; SL____; RM____; CF____; WR____ **MOTION**_____

5) MOTION TO APPROVE MEMORANDUM OF UNDERSTANDING-KNAPPENBERGER

MOTION made by Supervisor_____, Second by Supervisor_____ to approve Memorandum of Understanding between PFT and Teamster Local 773 which resolves Knappenberger grievance.

ROLL CALL: JK____; SL____; RM____; CF____; WR____ **MOTION**_____

WARREN REINER, CHAIRMAN

1) ROADMASTER REPORT FOR JULY 2017

F. PFT PARK AND RECREATION

1) CONCESSION STAND PROJECT

G. REPORTS:

WARREN REINER, CHAIRMAN

1) GARBAGE INVOICES HAVE BEEN MAILED FOR NEW BILLING CYCLE

******Attention Residents: DISCOUNT PERIOD HAS NOW ENDED AND
\$25.00 LATE FEE APPLIED**

Residential Card—Are now \$125.00

**2) TRANSFER STATION - BULK AMOUNT for JULY 2017---\$ 1,464.00 * / Year to
Date Total: \$ 11,511.00**

Prior Deposits to Garbage Acct for 2016-17	\$ 175,402.75*
2016-2017 Residential Permits (1797)	\$ 51,325.96
2016-2017 Limited Permits (810)	\$ 4,003.00
2016-2017 Commercial Permits (9)	\$ 1,550.00
TOTAL DEPOSITS	\$ 56,878.96**
2017-2018 Limited Permits (916)	\$ 45,500.00
2017-2018 Disc Residential Permits (1,642)	\$ 121,115.00
2017-2018 Residential Permits (170)	\$ 16,272.01
2017-2018 Commercial Permits (9)	\$ 1,550.00
TOTAL DEPOSITS	\$ 184,437.01**
TOTAL ALL Garbage Permits Sold	\$ 241,315.97**
Total Deposits to Garbage Acct for 2016-17	\$ 416,718.72*

3) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR JULY 2017

Administrative & Financial Requests: (See Attached Lists)

Submitted: 49 / Responded: 49 / Total Hours: 22.9 hrs

Zoning & Septic Requests: Submitted: 39 / Responded: 39

H. ZONING DEPARTMENT

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

2) MANOLI REVERSE SUBDIVISION—Conditional Approval

Mr. Michael Manoli, and Mrs. Anca C. Manoli, plan the combination of three existing lots (lots 175, 176, and 177) into one lot (lot 176A) within the Marty Axman in the Poconos, Section 66B-51-A, subdivision. The address of the existing residence is 160 Broad Mountain View Drive in Albrightsville, Pennsylvania. The existing lots are located in the R-2 (low density residential) zoning district. The Applicant has requested a waiver from SALDO; Section 333.31 -natural features locations.

-The Planning Commission recommends to the BOS to grant the requested waivers and conditionally approve the plan.

- a. **MOTION** made by Supervisor _____, Second by Supervisor _____ to grant the waivers for **SALDO 333.31**; as recommended by the PC.
ROLL CALL: JK____; SL____; RM____; CF____; WR____ **MOTION**_____
- b. **MOTION** made by Supervisor _____, Second by Supervisor _____ to conditionally approve and accept the plan as recommended by the Planning Commission.
ROLL CALL: JK____; SL____; RM____; CF____; WR____ **MOTION**_____

3) PENN FOREST FIRE STATION NO. 2- FIREHOUSE ADDITION, LAND DEVELOPMENT REVIEW—Conditional Approval (WAIVERS ONLY)

The project proposes the consolidation of three lots into one lot and, the construction of a 3,900 square foot building addition onto the existing firehouse building located on that lot. The consolidated lot will include 2.4773 acres in area and is located on the western corner of the intersection of Navajo Trail and Route 534, within the C-1 "highway commercial" zoning district. The Applicant has requested waivers from SALDO; Section 310/320 -to allow for a combined preliminary/final approval, Section 311 -different plan scale, Section 316.11- a traffic study, Section 333.31 -natural features locations, Section 461 -storm drain system design, Section 492.321 & 492.371 -buffers, and Section 502 -Improvement Security, Developer's Agreement & Maintenance Agreement.

-The Planning Commission recommends to the BOS to grant the requested waivers. The Planning Commission has “tabled” any further action on the preliminary/final land development approval, at this time.

- a. **MOTION** made by Supervisor _____, Second by Supervisor _____ to grant the waivers for **SALDO 310; 320; 311; 316.11; 333.31; 461; 492.321; 492.371; and 502** as recommended by the PC.

ROLL CALL: JK____; SL____; RM____; CF____; WR____ **MOTION**_____

I. PUBLIC COMMENTS – (3 Minute Limit)

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT _____ P.M.

MOTION to adjourn meeting by Supervisor _____, Second by Supervisor _____

ROLL CALL: JK____; SL____; RM _____; CF____; WR____ **MOTION**_____

REMINDERS:

- 1) The Next Board of Supervisors meeting will be held Tuesday, Sept 5, 2017 at 7:00pm.**
- 2) The Park and Recreation will hold their monthly meeting on Wednesday, Aug 16, at 6:30pm at the Township Building.**
- 3) The Planning Commission will hold their monthly meeting on Monday, Aug 28th (If needed) at the Township Building.**

**DANA VITALE
TOWNSHIP SECRETARY**

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