

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

September 5, 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 AUGUST 7, 2017

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from August 7, 2017.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) UPDATE ON PIPELINE

August Report to Carbon County Stakeholders- PennEast/UGI Pipeline Project
8/6/2017.

2) PLGIT INVESTMENT RATES

Current Investment Rates as of August 14, 2017 for Pennsylvania Local Government Investment Trust.

3) THANK YOU LETTER- JIM THORPE ROTARY

Thank you letter from Jim Thorpe Rotary for PFT generous donation to the Summer Recreation Program this year which was held at Memorial Park June 19 – August 11.

D. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 08/31/2017)

Township General Fund:	\$ 3,830,094.71	State Liquid Fuels Fund:	\$ 229,847.41
Capital Reserve Fund:	\$ 104,765.96	Sanitation Fund:	\$ 675,724.53
Septic Fund:	\$ 221,709.77	Park/Recreation:	\$ 806,373.89
<u>SALDO</u>	<u>\$ 80,990.03</u>	<u>Payroll:</u>	<u>\$ 18,466.95</u>
TOTAL:			\$ 5,967,973.25

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 08/31/2017)

Account Ending:	3394/ #5851 -	\$ 251,188.23 (6 month CD)
	3382/ #4619 -	\$ 251,251.39 (6 month CD)
	3383/ #4686 -	\$ 504,177.58 (1 yr CD)

TOTAL: \$1,006,617.20

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 08/31/2017)

Account Ending:	1495 -	\$ 102,845.51
	1710 -	\$ 104,557.41
	0064 -	\$ 101,734.06

TOTAL: \$ 309,136.98

TOTAL FUNDS ON DEPOSIT: \$ 7,283,727.43

1) **MOTION** made by Supervisor_____, Second by Supervisor_____ to accept Treasurer's Report for August 2017 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR AUGUST 2017

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

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

E. NEW BUSINESS:

WARREN REINER, CHAIRMAN

1) ROADMASTER REPORT FOR AUGUST 2017.

2) RATIFY THE MOTION TO PURCHASE SECOND DUMP TRUCK

MOTION made by Supervisor_____, Second by Supervisor_____ to ratify the motion that was done by a call out vote to purchase 2017 Chevy Silverado 3500 Dump Truck with Plow & Spreader, priced at \$49,392.91.

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

3) RESIGNATION LETTER FROM TOWNSHIP EMPLOYEE, IAN STERLING

Township Employee Ian Sterling submitted his resignation letter to the Board on August 31, 2017 and providing a two (2) weeks' notice and last day will be August 31, 2017.

MOTION made by Supervisor_____, Second by Supervisor_____ to _____ the resignation from Ian Sterling, Township Employee effective date of 09/15/17.

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

4) PROPERTY 215 KEATS LANE- DISCUSSION

5) THANK YOU TO CHRIS RAU AND IRV WALCK

Thank you for assisting with the installation of the Score Board at the Penn Forest Recreational Park today 9/5/2017.

6) INVOICES FOR PARK & RECREATION BASEBALL TOURNAMENT

MOTION made by Supervisor_____, Second by Supervisor_____ to process payment for Umpires \$420.00 and for Baseballs \$74.18, Total \$494.18 for the September 16th Baseball Tournament.

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

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 AUGUST 2017---\$ 886.00 * / Year to
Date Total: \$ 12,397.00

Prior Deposits to Garbage Acct for 2016-17	\$ 187,799.75*
2016-2017 Residential Permits (1808)	\$ 52,405.96
2016-2017 Limited Permits (811)	\$ 4,053.00
2016-2017 Commercial Permits (9)	\$ 1,550.00
TOTAL DEPOSITS	\$ 56,008.96**
2017-2018 Limited Permits (921)	\$ 45,750.00
2017-2018 Disc Residential Permits (1,648)	\$ 121,465.00
2017-2018 Residential Permits (243)	\$ 23,472.01
2017-2018 Commercial Permits (9)	\$ 1,550.00
TOTAL DEPOSITS	\$ 192,237.01**
TOTAL ALL Garbage Permits Sold	\$ 250,245.97**
Total Deposits to Garbage Acct for 2016-17	\$ 438,045.72*

- 3) **ADMINISTRATIVE REPORTS**

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

Administrative & Financial Requests: (See Attached Lists)

Submitted: 29 / Responded: 29 / Total Hours: 88.95 hrs

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

H. ZONING DEPARTMENT

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

2) OBERG REVERSE SUBDIVISION—Conditional Approval

Mark and Patricia Oberg and Susan Oberg, 9 Martin Road, Toms River, NJ; proposed combining two (2) lots #2106 & #2107 into one (1) lot #2106A, at 60 Markham Way, Towamensing Trails, Section IV and have requested waivers from SALDO; **Section 333.15 (plan to indicate contour lines); Section 333.31 (plan to show all trees over 8”)** Planning Commission recommends to the BOS to grant the requested waivers and approve the plan.

a) MOTION made by Supervisor _____, Second by Supervisor _____ to grant the waivers for **SALDO 331.15; 333.31** as recommended by PC.

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

b) MOTION made by Supervisor _____, Second by Supervisor _____ to 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

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. On August 7, 2017, the Board of Supervisors Approved the following 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, and Section 492.321 & 492.371 -buffers. The Applicant has requested an additional waiver from SALDO; **Section 502 - Improvement Security, Developer’s Agreement & Maintenance Agreement.** Planning Commission recommends to the BOS to grant the additional requested waiver and approve the plan.

a) MOTION made by Supervisor _____, Second by Supervisor _____ to grant the waiver for **SALDO 502** as recommended by PC.

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

b) MOTION made by Supervisor _____, Second by Supervisor _____ to approve and accept the plan as recommended by the Planning Commission.

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 Monday, October 2, 2017 at 7:00pm.***
- 2) The Park and Recreation will hold their monthly meeting on Wednesday, September 20, at 6:30pm at the Township Building.***
- 3) The Planning Commission will hold their monthly meeting on Monday, September 25th (If needed) at the Township Building.***

**DANA VITALE
TOWNSHIP SECRETARY**

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