

**PENN FOREST TOWNSHIP  
BOARD OF SUPERVISORS  
2010 STATE ROUTE 903  
Meeting Minutes**

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- Absent  
                                 Judith Knappenberger, Supervisor- By Phone  
                                 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)-NONE**

**B. MEETING MINUTES:**

**(1) REGULAR BOS MEETING ON AUGUST 7, 2017**

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

**ROLL CALL:** JK-Yes; SL-Yes; RM-Yes; CF-Absent; WR-Yes **MOTION** Passed

**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
SALDO	\$ 80,990.03	Payroll:	\$ 18,466.95
<b>TOTAL:</b>			<b>\$ 5,967,973.25</b>

**(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 Reiner, Second by Supervisor Lignore to accept Treasurer’s Report for August 2017 (Subject to Audit).

**ROLL CALL:** JK-Yes; SL-Yes; RM-Yes; CF-Absent; WR-Yes **MOTION**Passed

**2) PAYMENT OF THE BILLS FOR AUGUST 2017**

**MOTION** made by Supervisor Reiner, Second by Supervisor Meckesto pay the bills for August 2017.

**ROLL CALL:** JK-Yes; SL-Yes; RM-Yes; CF-Absent; WR-Yes**MOTION**Passed

## **E. NEW BUSINESS:**

None

### **WARREN REINER, CHAIRMAN**

#### **1) ROADMASTER REPORT FOR AUGUST 2017.**

All roads were done for winter, grass cut, preparing for winter snow removal projects.

**MOTION** made by Supervisor Reiner; Second by Supervisor Meckes to hire truck company/advertise for winter snow removal projects.

**ROLL CALL:** JK-Yes; SL-Yes; RM-Yes; CF-Absent; WR-Yes **MOTION**Passed

#### **2) RATIFY THE MOTION TO PURCHASE SECOND DUMP TRUCK**

**MOTION** made by Supervisor Reiner; Second by Supervisor Lignore 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-Yes; SL-Yes; RM-Yes; CF-Absent; WR-Yes **MOTION**Passed

#### **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 September 15, 2017.

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to accept the resignation from Ian Sterling, Township Employee effective date of September 15, 2017.

**ROLL CALL:** JK-Yes; SL-Yes; RM-Yes; CF-Absent; WR-Yes **MOTION**Passed

#### **4) PROPERTY 215 KEATS LANE- DISCUSSION**

Sean Lignore from Twin Builders made a request to the BOS for his unapplied 2011 Building Permit paid in the amount of \$416.68 be applied toward new building at 215 Keats Lane.

**MOTION** made by Supervisor Reiner, Second by Supervisor Meckes to return or use \$416.68 toward new Building Permit.

**ROLL CALL:** JK-Yes; SL-Yes; RM-Yes; CF-Absent; WR-Yes **MOTION**Passed

#### **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 Reiner, Second by Supervisor Lignore to process payment for Umpires \$420.00 and for Baseballs \$74.18, Total \$494.18 for the September 16<sup>th</sup> Baseball Tournament.

**ROLL CALL:** JK-Yes; SL-Yes; RM- Yes; CF-Absent; WR-Yes **MOTION**Passed

**F. PFT PARK AND RECREATION**

**1) CONCESSION STAND PROJECT**

No information at this time. PFT will be opening bids for general, electrical, mechanical and plumbing on Monday, September 11, 2017 at 6:00 p.m. at The Township Building.

**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**

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

### 3) ADMINISTRATIVE REPORTS

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

##### Administrative & Financial Requests: (See Attached Lists)

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

##### 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; **Section333.15 (plan to indicate contour lines); Section333.31 (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 Reiner, Second by Supervisor Lignore to grant the waivers for **SALDO 331.15; 333.31** as recommended by PC.

**ROLL CALL:** JK-Abstain; SL-Yes; RM-Yes; CF-Absent; WR-Yes **MOTION**Passed

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

**ROLL CALL:** JK-Abstain; SL-Yes; RM-Yes; CF-Absent; WR-Yes **MOTION** Passed

#### 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 Reiner, Second by Supervisor Meckes to grant the waiver for **SALDO 502** as recommended by PC.

**ROLL CALL:** JK-Abstain; SL-Yes; RM-Yes; CF-Absent; WR-Yes **MOTION** Passed

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

**ROLL CALL:** JK-Abstain; SL-Yes; RM-Yes; CF-Absent; WR-Yes **MOTION** Passed

## **I. PUBLIC COMMENTS – (3 Minute Limit)**

**Rick Tweed**- Parks & Recreation Committee- Thank you for the support. September 16<sup>th</sup> & 17<sup>th</sup> Jim Thorpe will be holding there Baseball Tournament at the PFT Park. The teams will be paying fees that will cover the expenses for the Umpires and the Baseball equipment that the township has paid. Please attend the games if you can it will be fun for all.

**Dave Vukovic**- PFT Fire Company #2- Thank you to BOS for allowing the Fire Co. Truck addition to happen. He asksthe BOS would waive the permit fees for the project. Kathryn Forry, Building Inspector from BIA determined the fees would be approximately \$1,100.00, and Building Permit Fees could not be waived.

**MOTION** made by SupervisorLignore, Second by SupervisorMeckes to waive PFT permit fees for additional space for fire truck.

**ROLL CALL:** JK-Yes; SL-Yes; RM- Yes; CF-Absent; WR-Yes **MOTION**Passed

**Jeff Snyder & Noel Allen**- Resident of Mount Pocahontas stated that he has a flooding issue coming off of Old Stage Road.

Chairman Reiner stated that he was the cause of the issue on Old Stage Road outside of his house because he dug the pipe out with the township approval and the road cracked. He cannot dig out a township road. It was a danger to people driving and he noticed that a car did go off the road onto his property. Mr. Snyder state that the design of culvert is not working and flooding his house and his neighbor. Mr. Snyder stated that the Culvert is blocked and he changed the pipe with a plastic pipe. Chairman Reiner stated that he had to fix the cracked road and fill it in with stone because of the hazard on the road. Mr. Snyder asked that someone come out and address the drainage issue. Chairman Reiner stated that he put the pipe to close to the road and Mr. Snyder stated that he used the same space. Supervisor Lignore stated that he went in to deep. Supervisor Knappenberger suggested that he get a Zoning Permit from the Zoning Officer.

**Hans Hassinger** - would like to file a complaint regarding 106 Pawnee Trl. Mt. Pocahontas. Property cannot be maintained, garbage outside, grass not cut, first floor filled with garbage inside the home. Smells really bad, I went to Mt. Pocahontas Board and they said they submitted a complaint to PFT. The deck has collapsed and has water running down the driveway. She needs help, she should not be in the home, she is obese women and cannot maintain the property. There is a hole in the roof. Joe the father and original owner has passed away and the daughter lives in

the home. There are maggots in the home. It is a health hazard and there are rodents that he had to kill himself.

Chairman Reiner stated he would check with the Zoning Officer and send her out to access the situation. A resident suggested calling 911.

**Marcus Lawrence** - Would like to know if there has been any updates with URDC? Attorney Nanovic stated he has not heard anything. Mr. Lawrence stated he believes there may be a conflict of interest in obtaining URDC due to them having contracts with Township of Bethlehem or Bethlehem Water Authority. Mr. Lawrence stated that if they were working for the City of Bethlehem, P.A. would the BOS consider using a different company? Attorney Nanovic stated that he would inquire with URDC regarding this matter. A motion was made.

**MOTION** made by Supervisor Lignore, Second by Supervisor Meckes to inquire with URDC if they are working with Bethlehem Water Authority?

**ROLL CALL:** JK-Yes; SL-Yes; RM- Yes; CF-Absent; WR-Yes **MOTION** Passed

## **J. EXECUTIVE SESSION**

The BOS held an executive session at 7:55p.m. until 8:02p.m.; discussed legal matters.

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:03 P.M.**

**MOTION** to adjourn meeting by Supervisor Reiner, Second by Supervisor Lignore.

**ROLL CALL:** JK-Yes; SL-Yes; RM -Yes; CF-Yes; WR-Yes **MOTION** Passed

## **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**