

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

October 2, 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- By Phone**  
                                      **Scott Lignore, Supervisor**  
                                      **Roger Meckes, Supervisor**

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

A. **EXECUTIVE SESSION:** Executive Session was held at 6:30 p.m. prior to meeting to discuss Personnel issues.

B. **PUBLIC COMMENTS ON AGENDA ITEMS ONLY - None**

C. **MEETING MINUTES:**

(1) **REGULAR BOS MEETING ON SEPTEMBER 5, 2017**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to approve the BOS Meeting Minutes from September 5, 2017.

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

(2) **SPECIAL MEETING ON SEPTEMBER 11, 2017**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to approve the Special Meeting Minutes from September 11, 2017.

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

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) UPDATE ON PIPELINE**

September Report to Carbon County Stakeholders- PennEast/UGI Pipeline Project.

**2) JIM THORPE LIONS CLUB HALLOWEEN PARADE**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to allow Penn Forest Township Fire Police # 1 & # 2 to provide traffic control for the Sunday, October 29<sup>th</sup>. Halloween Parade commencing at 4:00 p.m.

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

**3) JOINT MUNICIPAL UCC APPEALS BOARD**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to table at this time the ADDENDUM TO THE INTERMUNICIPAL AGREEMENT ESTABLISHING A JOINT BOARD OF APPEALS PURSUANT TO THE UNIFORM CONSTRUCTION CODE.

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

**4) RATIFY THE MOTION PFT FIRE CO. #1 GRANT APPLICATION**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to ratify the motion that was done by a call out to assist PFT#1 with applying for funds as the applicant on their behalf to purchase LED sign .

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

**E. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 09/29/2017)**

Township General Fund:	\$ 3,947,273.97	State Liquid Fuels Fund:	\$ 229,178.13
Capital Reserve Fund:	\$ 74,810.45	Sanitation Fund:	\$ 649,647.28
Septic Fund:	\$ 217,756.77	Park/Recreation:	\$ 798,530.92
SALDO	\$ 80,990.03	Payroll:	\$ 7,742.19
<b>TOTAL:</b>			<b>\$ 6,005,929.74</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 09/29/2017)**

Account Ending:	3394/ #5851 -	\$ 251,316.23 (6 month CD)
	3382/ #4619 -	\$ 251,379.42 (6 month CD)
	3383/ #4686 -	\$ 504,605.79 (1 yr CD)
<b>TOTAL:</b>		<b>\$1,007,301.44</b>

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 09/29/2017)**

Account Ending:	1495	-	\$ 103,100.97
	1710	-	\$ 104,688.07
	0064	-	\$ 101,746.56
<b>TOTAL:</b>			<b>\$ 309,535.60</b>

**TOTAL FUNDS ON DEPOSIT: \$ 7,322,766.78**

- 1) **MOTION** made by Supervisor Reiner, Second by Supervisor Meckes to accept Treasurer's Report for SEPTEMBER 2017 (Subject to Audit).

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

- 2) **PAYMENT OF THE BILLS FOR SEPTEMBER 2017**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to pay the bills for September 2017. Judith Knappenberger requested clarification on 2 checks.

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

## **F. NEW BUSINESS:**

### **WARREN REINER, CHAIRMAN**

- 1) **OPENING OF SEALED BIDS FOR SNOW PLOW SERVICES FOR 2017-2018**

**MOTION** made by Supervisor Fazio, Second by Supervisor Reiner to accept the bid from Shiffer Bituminous for winter snow plowing for 2017-2018 at a cost of \$125.00/hour for a 1- 8 Ton Dump Truck & a 2 ton Salt Spreader and a 2-2 Ton Dump Truck & 2 Ton Salt Spreader for \$85.00/hr.

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

- 2) **VOLUNTEER FIRE RELIEF PROGRAM—Allocation of Funds Received \$67,084.34**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to distribute the funds to PFT Volunteer Fire **Co. #1--\$33,542.17** and PFT Volunteer Fire **Co. #2--\$33,542.17.**

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

- 3) **ATTORNEY TOM NANOVIC- RE: ATTORNEY ANDERS SEPT 5<sup>TH</sup> EMAIL**

On September 5, 2017, Attorney Bruce Anders emailed our solicitor a document entitled "Response of Avangrid Renewable's Letter of August 7, 2017 (by: Mr. Craig Poff)". On September 12, Attorney Anders emailed our solicitor an excerpt of the City of Bethlehem zoning ordinance addressing the height of wind turbines.

**MOTION** made by Supervisor Reiner, Second by Supervisor Meckes that our solicitor forward both of these documents to Charles Schmehl without any comment.

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

**MOTION** made by Supervisor Reiner, Second by Supervisor Meckes that we do not consider sending any further correspondence or documentation received from any party regarding the amendments to our zoning ordinance to Charles Schmehl until we receive the first draft of his proposed amendments.

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

**4) 2016 AUDIT FROM KIRK, SUMMA, & CO. LLP**

**MOTION** made by Supervisor Reiner, Second by Supervisor Fazio to accept the 2016 Audit for the Board to review and sign.

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

**5) SET UP 2017 BUDGET MEETING DATES FOR OCTOBER**

**October** : 10th ; 17th ; 19th ; 14th ; 3:00 P.M. at Township Building , ad to be placed in paper.

**6) NEW EMPLOYEE**

**MOTION** made by Supervisor Reiner, Second by Supervisor Fazio to hire Ricky Ahner as Full-time Laborer. Wage \$14.04 /hour.

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

**7) ROADMASTER REPORT FOR SEPTEMBER 2017.**

Cleaning out culverts, short staffed at the present time.

**G. PFT PARK AND RECREATION**

**1) CONCESSION STAND PROJECT**

Supervisor Reiner stated that Supervisor Meckes and he had a pre-construction meeting with contractor Spotts Brothers and project will start Monday, October 9, 2017.

**H. REPORTS:**

**WARREN REINER, CHAIRMAN**

**1) TRANSFER STATION -**

**BULK AMOUNT for SEPTEMBER 2017---\$ 845.00 \* Year to Date Total: \$ 13,242.00**

<b>Prior Deposits to Garbage Acct for 2016-17</b>	<b>\$ 201,041.75*</b>
<b>2016-2017 Residential Permits (1812)</b>	<b>\$ 52,785.96</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>\$ 58,388.96**</b>
<b>2017-2018 Limited Permits (923)</b>	<b>\$ 45,850.00</b>
<b>2017-2018 Disc Residential Permits (1,650)</b>	<b>\$ 121,615.00</b>
<b>2017-2018 Residential Permits (284)</b>	<b>\$ 27,487.01</b>
<b>2017-2018 Commercial Permits (9)</b>	<b>\$ 1,550.00</b>
<b>TOTAL DEPOSITS</b>	<b>\$ 196,502.01**</b>
<b>TOTAL ALL Garbage Permits Sold</b>	<b>\$ 254,890.97**</b>
<b>Total Deposits to Garbage Acct for 2016-17</b>	<b>\$ 455,932.72*</b>

## **2) ADMINISTRATIVE REPORTS**

### **A) RIGHT-TO-KNOW REQUESTS FOR SEPTEMBER 2017**

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

**Submitted: 24 / Responded: 24 / Total Hours: 13.00 hrs**

**Zoning & Septic Requests: Submitted: 19 / Responded: 19**

## **I. ZONING DEPARTMENT**

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

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

**Rich Strack**- Park & Recreation Committee: The Park had 7 baseball games, 200 adults and the teams loved the park. 2 dozen baseballs were donated. Thank you to Warren Reiner & Roger Meckes for their support of this endeavor. It was a wonderful event and enjoyed by all. There was an issue with the scoreboard some names were mistaken. Company is going to fix the problem. The multi-purpose field has too many rocks embedded and is causing problems for the football and soccer teams. Grass is needed to be applied to those areas so players don't get injured. The Park

Committee is doing a wonderful job and should be acknowledged. 32 banners were put up and sponsors received for the scoreboard.

**Rick Tweed** – Park & Recreation Committee: Currently exploring companies for a seed mix for re-seeding and fertilizing the grass. Supervisor Reiner stated he could spread with Township Equipment. He also stated that there is an issue with Bus Stop at Church Road, the speed limit is too high at 50 miles/hr people are passing the buses and it is a safety concern. He would like brackets installed. Supervisor Reiner stated he needed to call the Transportation Office to make those changes.

**Georgeann Pachulski** - Introduced herself as the new Penn Forest Representative for Dimmick Library.

**Barbara Smith** -Resident of Bear Creek Lakes stated her concern with the dust rolling off of the park. Something has to be done with the stone on the road. I live across the street and get so much dust on my screens and in my filters. It is the Township responsibility to fix the problem. There is still a water retention problem. Supervisor Reiner stated he would consider fixing the road.

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:00 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, November 6, 2017 at 7:00 p.m.***
- 2) The Park and Recreation will hold their monthly meeting on Wednesday, October 18, at 6:30 pm at the Township Building.***
- 3) The Planning Commission will hold their monthly meeting on Monday, October 23, 2017 (If needed) at the Township Building.***

**DANA VITALE  
TOWNSHIP SECRETARY**

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