

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

November 6, 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. EXECUTIVE SESSION: Executive Session at 6:30 p.m. to discuss personnel issues

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

C. MEETING MINUTES:

(1) REGULAR BOS MEETING ON OCTOBER 2, 2017

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from October 2, 2017.

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

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) UPDATE ON PIPELINE

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

2) LETTER FROM ATTORNEY WEITZMANN, WEITZMANN & HUFFMAN

Letter to John DeCusatis, Zoning Officer regarding nuisance property in Towamensing Trails. TTPOA is requesting PFT to adopt a dangerous structure ordinance or property maintenance ordinance. TTPOA would provide financial support for the process.

3) SWIF- STATE WORKERS INSURANCE FUND POLICY

2018 Workers Compensation and Employers Liability Insurance Policy.

4) FIREMEN RELIEF FUND – QUARTERLY

PFT Fire Co. #1 & #2 Relief Fund Quarterly Distribution.

E. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 10/31/2017)

Township General Fund:	\$ 3,917,315.31	State Liquid Fuels Fund:	\$ 228,807.75
Capital Reserve Fund:	\$ 74,880.17	Sanitation Fund:	\$ 626,343.98
Septic Fund:	\$ 220,623.77	Park/Recreation:	\$ 840,034.65
<u>SALDO</u>	<u>\$ 80,990.03</u>	<u>Payroll:</u>	<u>\$ 2,504.57</u>
TOTAL:			\$ 5,991,500.23

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 10/31/2017)

Account Ending:	3394/ #5851 -	\$ 251,440.17 (6 month CD)
	3382/ #4619 -	\$ 251,503.39 (6 month CD)
	3383/ #4686 -	\$ 505,020.53 (1 yr CD)

TOTAL: \$1,007,964.09

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 10/31/2017)

Account Ending:	1495 -	\$ 103,100.97
	1710 -	\$ 104,688.07
	0064 -	\$ 101,746.56

TOTAL: \$ 309,535.60

TOTAL FUNDS ON DEPOSIT: \$ 7,308,999.92

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

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

2) PAYMENT OF THE BILLS FOR OCTOBER 2017

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

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

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

1) RATIFY THE MOTION TO ACCEPT RESIGNATION FROM KATRINA WHITE

Township Administrative Assistant Katrina White submitted her resignation letter to the BOS on October 11, 2017 which stated her last day will be October 11, 2017.

MOTION made by Supervisor____, Second by Supervisor____ to ratify the motion that was done by a call out vote on October 13, 2017 to _____ the resignation letter from Katrina White, Township Administrative Assistant effective October 11, 2017.

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

2) HIRE FULL-TIME ADMINISTRATIVE ASSISTANT

MOTION made by Supervisor____, Second by Supervisor____ to hire replacement Administrative Assistant at a rate of \$13.00 per hour wage.

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

3) RESOLUTION NO. 12 OF 2017- LSA MONROE COUNTY GRANT REQUEST

MOTION made by Supervisor____, Second by Supervisor____ to adopt Resolution No. 12 of 2017 to apply for LSA Grant to assist PFT Fire Co. No. 1 to purchase a LED Sign.

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

4) PENN FOREST TOWNSHIP PROPOSED 2018 BUDGET

<u>General</u>	Revenue-	\$1,477,050.00
	Expenditures-	817,045.00
Est- 2018 Begin Balance		4,000,000.00
<u>Sanitation</u>	Revenue-	258,800.00
	Expenditures-	429,684.00
Est-2018 Begin Balance		620,000.00
<u>State Liquid Fuels</u>	Revenue-	282,477.11
	Expenditures-	372,400.00
Est- 2018 Begin Balance		220,000.00
<u>Park</u>	Revenue-	3,000.00
	Expenditures-	483,200.00
Est- 2018 Begin Balance		785,000.00
<u>Capital Reserve</u>	Revenue-	400.00
	Expenditures-	60,000.00
Est- 2018 Begin Balance		75,000.00

MOTION made by Supervisor _____ Second by Supervisor _____ to advertise the 2018 Proposed Budget for November 14th.

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

5) MOTION TO HIRE KIRK, SUMMA & CO. LLP - DECEMBER 2017 YEAR END AUDIT

MOTION made by Supervisor _____, Seconded by Supervisor _____ to hire Kirk, Summa for 2018 to perform December 2017 year-end Audit of Financial Statements. Standard hourly rates apply plus out of pocket expenses, costs not to exceed \$7,600.00.

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

6) 2018 PERMIT MANAGER SOFTWARE AGREEMENT

Support and Maintenance Agreement with C.S. Davidson, Inc. for Permit Manager Software contract amount of \$1,850.00. Contract will renew automatically each year unless terminated or change in any element of the agreement.

MOTION made by Supervisor_____, Second by Supervisor_____ to _____ these terms for renewal.

7) DISCUSSION: OPEN NEW ACCOUNT/DEBIT CARD

MOTION made by Supervisor _____, Seconded by Supervisor _____ to open new account/debit card for general purposes with a maximum amount of \$5,000.00.

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

8) REFUND REQUEST FOR SEPTIC ESCROW ACCOUNT

MOTION made by Supervisor _____, Seconded by Supervisor _____ to _____ the payment of \$15,890.00 to Glenn Keller for Septic Escrow Monies for properties owned (see attached).

ROLL CALL: CF____; JK____; SL____; PS____; WR____. **MOTION**_____.

9) SOLOMON CONTAINER SERVICE AGREEMENT

MOTION made by Supervisor _____, Seconded by Supervisor _____ to _____ the agreement with Solomon Container Service to provide 1 Stationary Compactor and 1 Compactor receiver container for recyclables at the Transfer Station. Delivery and installation NO CHARGE. Hauling \$165.00 per haul.

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

10) ROADMASTER REPORT FOR OCTOBER 2017

G. PFT PARK AND RECREATION

1) CONCESSION STAND PROJECT

H. REPORTS:

WARREN REINER, CHAIRMAN

1) TRANSFER STATION -

BULK AMOUNT for OCTOBER 2017---\$ 1,118.00 * Year to Date Total: \$ 14,360.00

Prior Deposits to Garbage Acct for 2016-17	\$ 215,401.75*
2016-2017 Residential Permits (1818)	\$ 53,385.96
2016-2017 Limited Permits (811)	\$ 4,053.00
2016-2017 Commercial Permits (9)	\$ 1,550.00
TOTAL DEPOSITS	\$ 58,988.96**
2017-2018 Limited Permits (928)	\$ 46,100.00
2017-2018 Disc Residential Permits (1,651)	\$ 121,665.00
2017-2018 Residential Permits (311)	\$ 30,107.01
2017-2018 Commercial Permits (9)	\$ 1,550.00
TOTAL DEPOSITS	\$ 199,422.01**
TOTAL ALL Garbage Permits Sold	\$ 258,410.97**
Total Deposits to Garbage Acct for 2016-17	\$ 473,812.72*

2) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR OCTOBER 2017

Administrative & Financial Requests: (See Attached Lists)

Submitted: 42 / Responded: 42 / Total Hours: 21.50 hrs

Zoning & Septic Requests: Submitted: 26 / Responded: 26

I. ZONING DEPARTMENT

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

2) MERTZ REVERSE SUBDIVISION — Subdivision Plan Approval

Mr. Kenneth and Mrs. Shirley Mertz, 307 Bowl Hill Road, Lititz, PA; propose the combination of two (2) lots, #69 & #70 into one (1) lot, #70A at 137 Kilmer Trail, in the Towamensing Trails Subdivision, Section VI and have requested waivers from SALDO; **Section 331 (utilize an alternate plan scale); 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 waiver for **SALDO 331; & 333.31** as recommended by the Planning Commission.

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) NEW LINE NETWORKS, LLC – COMMUNICATIONS TOWER — Time Extension

New Line Networks, LLC, a Beachwood, Ohio-based wireless data transmission technologies firm, has filed a Preliminary/Final Subdivision plan application. They are proposing to construct a 150-foot tall, self-supporting cell tower and operate it for telecommunications. The subject project is located along Old Stage Road (T-516) in the R-2 zoning district (low density residential) on a 45 +/- acre parcel. The Applicant has submitted plans for review under the Subdivision and Land Development Ordinances. The Applicant acknowledges that the plan was submitted on August 2, 2017, and based on Section 508 of the PA MPC; the Township has to act upon the plan by November 25, 2017. The Applicant has waived the time requirement, and has granted the Township an additional 30 days (ending on December 25, 2017) to act upon the plan. The Planning Commission recommends to the BOS to accept the time extension.

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to accept the 30 day time extension (until December 25, 2017) as recommended by the Planning Commission.

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

- 4) **LAND DEVELOPMENT DEFINITION AMENDMENT DISCUSSION** – currently requires a Land Development Plan for a Non-residential Accessory Structure. (See enclosed)

- Currently a Non-residential land use requires a land development Plan for an Accessory Structure (detached shed or detached garage)
- Would the Board have interest in amending the Definition of Land Development to exclude Non-residential Accessory Structure from the Definition? (Perhaps even up to a certain size, ex: 3,000 sq ft or less exempt from Land Development Plan requirements.)

J. 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, December 4, 2017 at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, November 15, at 6:30 pm at the Township Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, November 27, 2017 (if needed) at the Township Building.*

**DANA VITALE
TOWNSHIP SECRETARY**

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