

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

December 4, 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:** To be held at 6:30 p.m. to discuss legal matters.

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

**C. MEETING MINUTES:**

**(1) REGULAR BOS MEETING ON NOVEMBER 6, 2017**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from November 6, 2017.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; RM \_\_\_\_; CF\_\_\_\_; WR\_\_\_\_ **MOTION**\_\_\_\_\_

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) UPDATE ON PIPELINE**

November Report to Carbon County Stakeholders- PennEast/UGI Pipeline Project. Model Road Use Maintenance to ensure satisfactory road repairs following pipeline construction.

**2) 137 UNIONVILLE ROAD- ESTATE- GARBAGE BILLING**

Property owner Diane Falcone has passed and the family members are selling the property. Mary Enck Real Estate is requesting that the BOS waive the outstanding garbage bill of \$450.00.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the waiving of the delinquent garbage bill of \$450.00.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; RM \_\_\_\_; CF\_\_\_\_; WR\_\_\_\_ **MOTION** \_\_\_\_\_

**3) LETTER FROM BARRY ISETT & ASSOCIATES - PA BILL**

A proposed PA Senate Bill (#663) will require every municipality that currently uses third party inspectors, to now retain three of more construction code officials or third party agencies to act on the municipality for administration and enforcement of the PA Construction Code. BIA opposes this legislation.

**E. TREASURER’S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 11/30/2017)**

Township General Fund:	\$ 4,076,416.42	State Liquid Fuels Fund:	\$ 219,042.48
Capital Reserve Fund:	\$ 74,880.17	Sanitation Fund:	\$ 598,664.65
Septic Fund:	\$ 214,533.77	Park/Recreation:	\$ 834,197.60
SALDO	\$ 80,990.03	Payroll:	\$ 14,809.25
<b>TOTAL:</b>			<b>\$ 6,113,534.37</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 11/30/2017)**

Account Ending:	3394/ #5851 -	\$ 251,568.30 (6 month CD)
	3382/ #4619 -	\$ 251,631.55 (6 month CD)
	3383/ #4686 -	\$ 505,449.45 (1 yr CD)
<b>TOTAL:</b>		<b>\$1,008,649.30</b>

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 11/30/2017)**

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: \$ 7,431,719.27**

**1) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept Treasurer’s Report for NOVEMBER 2017 (Subject to Audit).

ROLL CALL: JK\_\_\_; SL\_\_\_; RM \_\_\_; CF\_\_\_; WR\_\_\_ **MOTION**\_\_\_\_\_

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

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to pay the bills for NOVEMBER 2017.

ROLL CALL: JK\_\_\_; SL\_\_\_; RM \_\_\_; CF\_\_\_; WR\_\_\_ **MOTION**\_\_\_\_\_

**F. NEW BUSINESS:**

**WARREN REINER, CHAIRMAN**

**1) ADOPT THE PROPOSED 2018 BUDGET**

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

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to **ADOPT** the 2018 proposed Budget as final budget for 2018.

ROLL CALL: JK\_\_\_; SL\_\_\_; RM\_\_\_; CF\_\_\_; WR\_\_\_ **MOTION**\_\_\_\_\_

**2) RESCIND THE MOTION-SOLOMON CONTAINER PROPOSAL**

**MOTION** made by Supervisor \_\_\_\_\_, Seconded by Supervisor \_\_\_\_\_ to rescind the motion to accept Solomon Container Service Agreement for recyclables.

ROLL CALL: JK\_\_\_; SL\_\_\_; RM\_\_\_; CF\_\_\_; WR\_\_\_ **MOTION**\_\_\_\_\_

**3) PROPOSAL FROM SOLOMON CONTAINER FOR RECYCLING SERVICES**

Solomon Container submitted a proposal to provide Recyclable Services for 12 months. Annual expense of \$9,438.00.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the proposal from Solomon Container Services for the township's recycling services for (1) year at an annual expense of \$9,438.00.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; RM\_\_\_\_; CF\_\_\_\_; WR\_\_\_\_ **MOTION**\_\_\_\_\_

**4) LETTER OF INTEREST RECEIVED FROM TODD SMITH AND JAMES WALCK FOR TWP AUDITOR**

**MOTION** made by Supervisor \_\_\_\_\_, Seconded by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Todd Smith and James Walck as an Auditor for PFT effective immediately.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; RM\_\_\_\_; CF\_\_\_\_; WR\_\_\_\_ **MOTION**\_\_\_\_\_

**5) LETTER OF INTEREST RECEIVED FROM LTL CONSULTANTS, LTD**

Letter received from LTL Consultants Engineering Firm with an interest to provide Municipal Services to PFT. List of services and proposed rate schedule for 2018 included.

**6) BARRY ISETT & ASSOCIATES- 2018 SERVICES AND FEE SCHEDULE**

PFT current Engineering Company Barry Isett & Associates submitted their 2018 Services and Fee Schedule.

**7) DISCUSSION: PENN FOREST STREAMS PRIVATE HAULER CONTRACT**

Penn Forest Streams has 16 people who acquired a private hauler. The contract is on yearly bases with payments twice a year. Penn Forest Streams is requesting that the 6 month payment process be acceptable and refund any unused portion of garbage permit issued to those residents.

**MOTION** made by Supervisor \_\_\_\_\_, Seconded by Supervisor \_\_\_\_\_ to \_\_\_\_\_

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; RM\_\_\_\_; CF\_\_\_\_; WR\_\_\_\_ **MOTION**\_\_\_\_\_

**8) RATIFY THE MOTION TO HIRE LISA SHEDAKER—F/T ADMIN. ASST.**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to ratify the motion that was done by a call out vote by Township Secretary on 11/21/17 to hire Lisa Shedaker as a full-time Administrative Assistant. Start date 12/12/17 at a wage of \$13.00/hr.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; RM\_\_\_\_; CF\_\_\_\_; WR\_\_\_\_ **MOTION**\_\_\_\_\_

9) **2018 HIGHMARK BCBS/VISION/DENTAL PREMIUMS**

Secretary received Renewal Packet for Health Benefits for township employees, see enclosed breakdown of premiums.

**MOTION** made by Supervisor\_\_\_\_\_, Second by Supervisor\_\_\_\_\_ to \_\_\_\_\_ the 2018 Health Benefits Package.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; RM \_\_\_\_; CF\_\_\_\_; WR\_\_\_\_ **MOTION**\_\_\_\_\_

10) **ROADMASTER REPORT FOR NOVEMBER 2017**

**G. PFT PARK AND RECREATION**

**CONCESSION STAND PROJECT**

**H. REPORTS:**

**WARREN REINER, CHAIRMAN**

1) **TRANSFER STATION -**

**BULK AMOUNT for NOVEMBER 2017---\$ 813.00 \* Year to Date Total: \$ 15,173.00**

Prior Deposits to Garbage Acct for 2016-17	\$ 230,574.75*
2016-2017 Residential Permits (1820)	\$ 53,585.96
2016-2017 Limited Permits (811)	\$ 4,053.00
2016-2017 Commercial Permits (9)	\$ 1,550.00
<b>TOTAL DEPOSITS</b>	<b>\$ 59,188.96**</b>
2017-2018 Limited Permits (928)	\$ 46,100.00
2017-2018 Disc Residential Permits (1,652)	\$ 121,740.00
2017-2018 Residential Permits (318)	\$ 30,807.01
2017-2018 Commercial Permits (9)	\$ 1,550.00

TOTAL DEPOSITS	\$ 200,197.01**
TOTAL ALL Garbage Permits Sold	\$ 259,385.97**
Total Deposits to Garbage Acct for 2016-17	\$ 489,960.72*

**2) ADMINISTRATIVE REPORTS**

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

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

**Submitted: 38 / Responded: 38 / Total Hours: 18.9 hrs**

**Zoning & Septic Requests: Submitted: 22 / Responded: 22**

**I. ZONING DEPARTMENT**

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

**2) DISCUSSION : LAND DEVELOPMENT DEFINITION AMENDMENT**

Purpose of the amendment is to allow a property with a non-residential principal building to install a single accessory building or structure, of a certain size, without being required to submit a Land Development Plan. See enclosed proposed changes.

**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 Reorganization Meeting will be held on Tuesday, January 2, 2018 at 6:00pm, followed by the Regular Board of Supervisors Meeting at 7:00pm.***
- 2) The Township Office will be closed on Monday 12/25/17 and Monday 1/1/18 for Christmas and New Year's Day Holidays.***
- 3) The Transfer Station will be closed on Monday 12/25/17 and Monday 1/1/18 for Christmas and New Year's Day Holidays.***
- 4) The Park and Recreation will not have their December Meeting due to the holidays.***
- 5) The Planning Commission will hold their monthly meeting on, 12/26/2017 TBD (If needed) at the Township Building.***

**DANA VITALE  
TOWNSHIP SECRETARY**

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