

**PENN FOREST TOWNSHIP
BOARD OF SUPERVISORS
2010 STATE ROUTE 903
MEETING MINUTES**

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 (ABSENT) Judith Knappenberger, Supervisor (By Phone) Scott Lignore, Supervisor Roger Meckes, Supervisor
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

A. EXECUTIVE SESSION: Held at 6:30 p.m. to discuss legal matters.

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B. PUBLIC COMMENTS ON AGENDA ITEMS ONLY - None

C. MEETING MINUTES:

(1) REGULAR BOS MEETING ON NOVEMBER 6, 2017

MOTION made by Supervisor Reiner, Second by Supervisor Lignore to approve the BOS Meeting Minutes from November 6, 2017.

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

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 Reiner, Second by Supervisor Lignore to Decline the waiving of the delinquent garbage bill of \$450.00.

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

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 or 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
TOTAL:			\$ 6,113,534.37

(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)
TOTAL:		\$1,008,649.30

(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
TOTAL:		\$ 309,535.60

TOTAL FUNDS ON DEPOSIT: \$ 7,431,719.27

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

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

2) PAYMENT OF THE BILLS FOR NOVEMBER 2017

MOTION made by Supervisor Reiner, Second by Supervisor Meckes to pay the bills for NOVEMBER 2017.

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

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

1) ADOPT THE 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 Reiner, Second by Supervisor Lignore to **ADOPT** the 2018 proposed Budget as final budget for 2018.

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

2) RESCIND THE MOTION-SOLOMON CONTAINER PROPOSAL

MOTION made by Supervisor Reiner, Seconded by Supervisor Lignore to rescind the motion to accept Solomon Container Service Agreement for recyclables.

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

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

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

MOTION made by Supervisor Reiner, Seconded by Supervisor Meckes to Accept Todd Smith and James Walck as an Auditor for PFT effective immediately.

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

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 Lignore, Seconded by Supervisor Meckes to require a yearly contract and paid receipt for the year for the 16 people.

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

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

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

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 Reiner, Second by Supervisor Meckes to **Accept** the 2018 Health Benefits Package.

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

10) **ROADMASTER REPORT FOR NOVEMBER 2017**

Roads are in good shape, no snow yet but we are ready with a new truck.

11) **DISCUSSION: TRANSFER STATION HOURS AFTER HOLIDAYS**

Chairman Reiner raised a question if the Transfer Station should be open on Tuesday December 26, and Tuesday, January 2, 2018? Transfer Station is normally closed on Tuesdays.

MOTION made by Supervisor Reiner, Second by Supervisor Lignore to open the Transfer Station on 12/26/17 and 1/2/18.

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

G. PFT PARK AND RECREATION

1) **CONCESSION STAND PROJECT**

December 23rd the walls are going up and the footers are in. Late April Concession Stand should be complete, weather permitting.

2) Community Tree lighting will be held on December 9, 2017 at 5:30 p.m. at the park. Bring a weather resistant decoration to be hung on the tree. Santa will make an appearance.

3) Electric at Park is 90% done. The water well was installed, we have to just put the pump in and the park will have water. We are filling ditches and covering grass. In the spring the grass should look good.

4) Dogs are not allowed without a leash. PFT received a call that someone had their dog loose in the Tennis Courts with the gate closed.

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
TOTAL DEPOSITS	\$ 59,188.96**
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 – none

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:40 P.M.

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

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

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**