

**PENN FOREST TOWNSHIP
BOARD OF SUPERVISORS
2010 STATE ROUTE 903
JIM THORPE, PA 18229**

MEETING MINUTES

June 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
Judith Knappenberger, Supervisor (by phone)
Scott Lignore, Supervisor
Roger Meckes, Supervisor

Office Staff: Susan K. Gibiser, Secretary
Solicitor: Thomas S. Nanovic

A. PUBLIC COMMENTS ON AGENDA ITEMS ONLY- None at this time

MOTION made by Supervisor Lignore, Second by Vice-Chairman Fazio to have Tom Nanovic intervenes with the legal matter with Atlantic Wind Civil Action filing against the ZHB.

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES **MOTION PASSED**

Tom Nanovic stated to the public that the BOS has the right to intervene since an appeal has been filed against the Zoning Hearing Board.

B. MEETING MINUTES:

(1) REGULAR BOS MEETING ON MAY 1, 2017

MOTION made by Chairman Reiner, Second by Supervisor Lignore to approve the BOS Meeting Minutes from May 1, 2017.

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES **MOTION PASSED**

(2) SPECIAL MEETING MINUTES FROM MAY 17, 2017

MOTION made by Chairman Reiner, Second by Supervisor Meckes to approve the Special Meeting Minutes from May 17, 2017.

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES MOTION PASSED

C. SECRETARY:

1) ACKNOWLEDGE CORRESPONDENCE RECEIVED

- (1) Letter from Kidder Township requesting a letter of support from PFT for a grant application to DCED from Greenways, Trails and Recreation Program for their Phase I project of a Township Wide Hiking, Biking and Walking Trail System.

MOTION made by Chairman Reiner, Second by Supervisor Lignore to **send a letter** of support to Kidder Township in support of their Phase I project.

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES MOTION PASSED

- (2) Letter received from Keith McQuait from Dolon-Jones-Martino American Legion Post 304 requesting PFT Volunteer Fire Co. #1 and #2 fire-police to assist on Saturday, July 1st for the Stay-At-Home Festival at the Memorial Park in Jim Thorpe.

MOTION made by Chairman Reiner, Second by Supervisor Meckes to **allow** the PFT Volunteer Fire police from Company #1 & #2 to assistance for the Stay-At-Home Festival.

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES MOTION PASSED

D. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 05/31/2017)

Township General Fund:	\$ 3,543,338.31	State Liquid Fuels Fund:	\$ 364,586.89
Capital Reserve Fund:	\$ 104,682.77	Sanitation Fund:	\$ 667,670.97
Septic Fund:	\$ 222,410.27	Park/Recreation:	\$ 858,311.97
SALDO	\$ 9,209.53	Payroll:	\$ 16,223.19
TOTAL:			\$ 5,786,433.90

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 05/31/2017)

Account Ending:	3394/ #5851	-	\$ 250,808.73 (6 month CD)
	3382/ #4619	-	\$ 250,871.80 (6 month CD)
	3383/ #4686	-	\$ 502,908.91 (1 yr CD)
TOTAL:			\$1,004,589.44

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 05/31/2017)

Account Ending:	1495	-	\$ 102,588.70
	1710	-	\$ 104,339.48
	0064	-	\$ 101,658.00
TOTAL:			\$ 308,586.18

TOTAL FUNDS ON DEPOSIT: \$ 7,099,609.52

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

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES MOTION PASSED

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

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

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES MOTION PASSED

E. NEW BUSINESS:

WARREN REINER, CHAIRMAN

- 1) **OPENING OF SEALED BIDS FOR THE 2017 ROAD PROJECTS**

MOTION made by Supervisor Lignore, Second by Chairman Reiner to accept the bid from Shiffer Bituminous for the 2017 Road Project as stated in bid documents for \$79,684.70

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES MOTION PASSED

- 2) **ROADMASTER REPORT FOR MAY 2017**

The laborers have been cutting grass at the park and along township roads; cutting brush, clearing shoulders, replacing drain piping on township roads.

- 3) **RESIGNATION LETTER FROM TOWNSHIP SECRETARY, SUSAN GIBISER**

The Township Secretary, Susan K. Gibiser submitted her resignation letter to the Board on May 23rd and providing a two (2) weeks' notice and last day will be June 6th

MOTION made by Vice-Chairman Fazio, Second by Chairman Reiner to **accept** (reluctantly) the resignation from Susan Gibiser, Township Secretary effective date of 06/06/17.

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES MOTION PASSED

- 4) **RESIGNATION LETTER FROM GERALD ENCK, TOWNSHIP LABORER**

Township Laborer, Gerald (Gerry) Enck submitted his resignation letter to the Board on May 24th and which stated his last day will be Friday, May 26th.

MOTION made by Chairman Reiner, Second by Supervisor Meckes to **accept** the resignation from Gerald (Gerry) Enck (reluctantly) effective date May 26, 2017.

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES MOTION PASSED

- 5) **LETTER FROM SOLICITOR ROBERT FRYCKLUND—PARRYVILLE BOROUGH**

Requesting an amendment to the Joint Municipal UCC Appeals Board to allow Parryville Borough to join and participate in the Joint Municipal UCC Appeals Board.

MOTION made by Chairman Reiner, Second by Supervisor Lignore to **accept** Parryville Borough to join and participate in the Joint Municipal UCC Appeals Board.

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES MOTION PASSED

6) RATIFY THE MOTION TO HIRE COLTON GIBISER—F/T LABORER

MOTION made by Chairman Reiner, Second by Vice-Chairman Fazio to ratify the motion that was done by a call out vote on June 2nd to hire Colton Gibiser as a full-time laborer at the rate of \$14.04 per hour.

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES **MOTION PASSED**

7) RATIFY THE MOTION TO HIRE DANA VITALE-CONFIDENTIAL SECRETARY

MOTION made by Vice-Chairman Fazio, Second by Chairman Reiner to ratify the motion that was done by a call out vote on June 5th to hire Dana Vitale as the new Confidential Secretary at the rate of \$15.00 per hour.

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES **MOTION PASSED**

8) MOTION made by Supervisor Lignore, Second by Chairman Reiner to deny the grievance file by a union employee and have the labor attorney respond by a letter. No discussion or comment can be made by the BOS due to personnel reasons.

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES **MOTION PASSED**

F. PFT PARK AND RECREATION

1) REVIEW OF BIDS for RESTROOM/CONCESSION STAND PROJECT

MOTION made by Chairman Reiner, Second by Supervisor Lignore to reject all the bids received for the Restroom/Concession Stand park project. The BOS will set up a workshop to review other options for this project.

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES **MOTION PASSED**

2) PARK & RECREATION COMMITTEE

Rich Strack, P & R committee member stated to the Board that the sponsors for the scoreboards for the park have been confirmed and funds will be sent to the township office. The P & R is requesting the Board to pay the additional costs for the consoles, carry cases and shipping & handling for a total of \$4,350.00

MOTION made by Supervisor Meckes, Second by Vice-Chairman Fazio to pay for the additional cost for the consoles, carry cases, shipping fees in the amount of \$4,350.00

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES **MOTION PASSED**

Rick Tweed, P & R committee member stated the banner program has been going very well; there are a total of 21 banners ordered. Reminder to the Board about the Massing of the Colors event on Saturday, June 17th at 10:30am at the park.

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to accept the nomination of Terry Levan as an Alternate to the Park & Recreation Committee.

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES **MOTION PASSED**

G. REPORTS:

TRANSFER STATION

WARREN REINER, CHAIRMAN

1) GARBAGE INVOICES HAVE BEEN MAILED FOR NEW BILLING CYCLE

******Attention Residents: Remember DISCOUNT PERIOD IS UNTIL JUNE 30TH**

Residential Card--\$75.00 and Limited Card is available until June 30th

2) BULK AMOUNT for May 2017---\$ 937.00 * / Year to Date Total: \$ 9,127.00

Prior Deposits to Garbage Acct for 2016-17 \$ 153,844.75*

2016-2017 Residential Permits (1791)	\$ 50,880.96
2016-2017 Limited Permits (802)	\$ 3,425.00
2016-2017 Commercial Permits (9)	\$ 1,550.00
TOTAL DEPOSITS	\$ 55,855.96**

2017-2018 Limited Permits (547)	\$ 27,304.40
2017-2018 Disc Residential Permits (879)	\$ 65,600.00
2017-2018 Residential Permits (14)	\$ 1,022.01
2017-2018 Commercial Permits (5)	\$ 875.00
TOTAL DEPOSITS	\$ 94,801.41**

TOTAL ALL Garbage Permits Sold \$ 150,657.37**

Total Deposits to Garbage Acct for 2016-17 \$ 305,439.12*

3) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR MAY 2017

Administrative & Financial Requests: (See Attached Lists)

Submitted: 26 / Responded: 26 / Total Hours: 14.50 hrs

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

H. ZONING DEPARTMENT

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

**2) DEVELOPMENT AGREEMENT FOR LYNX ASSOC., LTD/Holy Spirits Distillery
MOTION made by Supervisor Lignore, Second by Chairman Reiner to accept the
Development Agreement for Lynx Assoc., LTD/Holy Spirits Distillery**

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES MOTION PASSED

I. PUBLIC COMMENTS

Marcus Lawrence--stated to the Board that he has asked the BOS to review and amend the township's ordinance pertaining to wind towers and still no action has been done by the Board. He stated the Board members need to start the review and do something now for the future of the township. Solicitor Tom Nanovic stated to Mr. Lawrence with the ongoing matter in the courts, he has recommended to the BOS with legal advice to do nothing at this time since reviewing or amending the ordinance cannot change the situation. The BOS stated to Mr. Lawrence that they will take his comments under advice and know how the township residents feel about the current situation, however are taking the township's solicitor's advice at this time.

Joe McCormick—asked the Board about the grievance filed. The Board stated since it was personnel matters, it cannot be discussed and explained that the Board's labor attorney will be sending a letter to respond to the grievance filed.

Kerry Hummel—stated to the Board that he as attended all the hearings and he also agrees with Mr. Lawrence and the BOS need to do something for the residents.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:49 P.M.

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

ROLL CALL: JK-YES; SL-YES; CF-YES; WR-YES MOTION PASSED

REMINDERS:

- 1) *The Next Board of Supervisors meeting will be held Monday, July 3, 2017 at 7:00pm.***
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, June 21st at 6:30pm at the Township Building.***
- 3) *The Planning Commission will hold their monthly meeting on Monday, June 26th (If needed) at the Township Building.***

**SUSAN K. GIBISER
TOWNSHIP SECRETARY**

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