

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

January 2, 2018

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 at 7:00 pm; Roll Call by Township Secretary.

**Members:** Warren Reiner, Supervisor  
Judith Knappenberger, Supervisor (by phone)  
Scott Lignore, Supervisor  
Roger Meckes, Supervisor  
Tom Cross, Supervisor

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

**A. EXECUTIVE SESSION:** None

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**B. PUBLIC COMMENTS ON AGENDA ITEMS ONLY - (3 Minute Limit)- None**

**C. MEETING MINUTES:**

**(1) REGULAR BOS MEETING ON DECEMBER 4, 2017**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to approve the BOS Meeting Minutes from December 4, 2017.

**ROLL CALL:** JK yes; SL yes; RM yes; TC yes; WR yes **MOTION** Passed

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) UPDATE ON PIPELINE**

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

**E. TREASURER’S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 12/29/2017)**

Township General Fund:	\$ 4,181,021.85	State Liquid Fuels Fund:	\$ 218,765.93
Capital Reserve Fund:	\$ 74,910.94	Sanitation Fund:	\$ 570,117.62
Septic Fund:	\$ 205,432.27	Park/Recreation:	\$ 829,350.05
SALDO	\$ 80,990.03	Payroll:	\$ 10,861.69
<b>TOTAL:</b>			<b>\$ 6,171,450.38</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 12/29/2017)**

Account Ending:	3394/ #5851 -	\$ 251,692.36 (6 month CD)
	3382/ #4619 -	\$ 251,755.64 (6 month CD)
	3383/ #4686 -	\$ 505,864.89 (1 yr CD)
<b>TOTAL:</b>		<b>\$1,009,312.89</b>

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 12/29/2017)**

Account Ending:	1495 -	\$ 103,100.97
	1710 -	\$ 104,688.07
	0064 -	\$ 101,798.42
<b>TOTAL:</b>		<b>\$ 309,587.46</b>

**TOTAL FUNDS ON DEPOSIT: \$ 7,490,350.73**

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

**ROLL CALL:** JK yes; SL yes; RM yes; TC yes; WR yes **MOTION** Passed

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

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

**ROLL CALL:** JK yes; SL yes; RM yes; TC yes; WR yes **MOTION** Passed

**F. NEW BUSINESS:**

**WARREN REINER, CHAIRMAN**

1) **Letter Received from Josiah Behrens III, PFT Tax Collector**

Requesting the BOS for approval to appoint Kim Ginopolas as Deputy Tax Collector for PFT in the event he (Josiah Behrens III) is not able to perform his duties as township tax collector.

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to Appoint Kim Ginopolas as the Deputy Tax Collector for PFT in the event Josiah Behrens is not able to perform his duties.

**ROLL CALL:** JK yes; SL yes; RM yes; TC yes; WR yes **MOTION** Passed

**2) RESOLUTION NO. 2 OF 2018 TO APPOINT CERTIFIED PUBLIC ACCOUNTANT**

To appoint Kirk, Summa, LLC to make an examination of all of the funds of Penn Forest Township for the fiscal year 2017.

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross to Appoint Kirk, Summa LLC to make an examination of all of the account funds of the township for the fiscal year 2017.

**ROLL CALL:** JK yes; SL yes; RM yes; TC yes; WR yes **MOTION** Passed

**3) RESOLUTION NO. 3 OF 2018—Appointed Delegate and Alternate for TCC**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore, to adopt Resolution #3 of 2018 appointing a Delegate Roger Meckes and an Alternate Tom Cross as representatives for the CC Tax Collection Committee.

**ROLL CALL:** JK yes; SL yes; RM yes; TC yes; WR yes **MOTION** Passed

**4) DISCUSSION: LETTER FROM PENN KIDDER LIBRARY**

Letter received from Penn Kidder Library Center regarding the concern of the construction and consolidation of libraries.

**5) ROADMASTER REPORT FOR DECEMBER 2017**

Trying to keep the roads prepped with salt and sked with all the snow.

**G. PFT PARK AND RECREATION**

**CONCESSION STAND PROJECT**

Weather is too cold to complete project at this time.

**H. REPORTS:**

**WARREN REINER, CHAIRMAN**

## TRANSFER STATION -

### 1) RESOLUTION NO. 4 OF 2018---SETTING FEES, ESTABLISHING RULES, REGULATIONS FOR DISPOSAL OF RESIDENTIAL OR LIGHT COMMERCIAL WASTE

Resolution #4 of 2018 states the fees, rules and regulations for the 2017-2018 garbage billing cycle of July 1, 2018 to June 30, 2019 for Residential, Limited Usage and Commercial.

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to adopt Resolution No.4 of 2018, Setting Fees, Establishing Rules, Regulations for Disposal of Residential waste or Light Commercial Waste for Penn Forest Township.

**ROLL CALL:** JK yes; SL yes; RM yes; TC yes; WR yes **MOTION** Passed

### 2) **BULK AMOUNT for DECEMBER 2017---\$ 558.00 \* Year to Date Total: \$ 15,731.00**

Prior Deposits to Garbage Acct for 2016-17	\$ 246,305.75*
2016-2017 Residential Permits (1831)	\$ 54,685.96
2016-2017 Limited Permits (811)	\$ 4,053.00
2016-2017 Commercial Permits (9)	\$ 1,550.00
<b>TOTAL DEPOSITS</b>	<b>\$ 60,288.96**</b>
2017-2018 Limited Permits (929)	\$ 46,150.00
2017-2018 Disc Residential Permits (1,652)	\$ 121,740.00
2017-2018 Residential Permits (334)	\$ 32,327.01
2017-2018 Commercial Permits (9)	\$ 1,550.00
<b>TOTAL DEPOSITS</b>	<b>\$ 201,767.01**</b>
<b>TOTAL ALL Garbage Permits Sold</b>	<b>\$ 262,055.97**</b>
<b>Total Deposits to Garbage Acct for 2016-17</b>	<b>\$ 508,361.72*</b>

### 3) ADMINISTRATIVE REPORTS

#### A) RIGHT-TO-KNOW REQUESTS FOR DECEMBER 2017

Administrative & Financial Requests: (See Attached Lists)

Submitted: 24 / Responded: 24 / Total Hours: 11.4 hrs

Zoning & Septic Requests: Submitted: 15 / Responded: 15

## I. ZONING DEPARTMENT

- 1) Zoning Officer--- Kathryn Forry submitted Zoning Report for December 2017 & Yearly Moving Permit Report for December 2017

**2) NEW LINE NETWORKS, LLC – COMMUNICATIONS TOWER —Application withdrawal**

New Line Networks, LLC, would like to withdraw the Subdivision and Land Development Application for a new Communications tower located at E. Old Stage Road, Albrightsville.

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to have the applicant from New Line Networks send a formal withdrawal letter stating the reason.

**ROLL CALL:** JK yes; SL yes; RM yes; TC yes; WR yes **MOTION** Passed

**3) DISCUSSION: BELTZVILLE STORAGE UNITS- Developer's Agreement and Guarantee**

Beltzville Enterprises Attorney is requesting several revisions to the Development Agreement . Attorney Nanovic is drawing up a new agreement after receiving the comments from BIA engineer Dan Wilusz.

**J. PUBLIC COMMENTS – (3 Minute Limit) - None**

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:21 P.M.**

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

**ROLL CALL:** JK yes; SL yes; RM yes; TC yes; WR yes **MOTION** Passed

**REMINDERS:**

- 1) *The Next Regular Board of Supervisors Meeting will be held Monday, February 5th, 2018 at 7:00pm.***
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, January 17, 2018 at 6:30pm at the Township Building.***
- 3) *The Planning Commission will hold their monthly meeting on Monday, January 29<sup>th</sup> (if needed).***

**DANA VITALE  
TOWNSHIP SECRETARY**

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