

**PENN FOREST TOWNSHIP  
Board of Supervisors**

**ANNUAL REORGANIZATION MEETING MINUTES**  
**JANUARY 2, 2018**

The Annual Reorganization Meeting of the Penn Forest Township Board of Supervisors is being held at the Penn Forest Township Municipal Building, State Route 903, Jim Thorpe, PA.

**PLEDGE OF ALLEGIANCE:**

Supervisor Warren Reiner asked that all in attendance stand and recite the "Pledge of Allegiance".

**CALL TO ORDER:**

Supervisor Warren Reiner called the Reorganization Meeting to order at 6:00PM with Roll Call by the Secretary:

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

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

**APPOINTMENT OF TEMPORARY CHAIRMAN:**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to appoint **Roger Meckes** as the Temporary Chairman for the Reorganization meeting.

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

**APPOINTMENT OF TEMPORARY SECRETARY:**

**MOTION** made by Supervisor Meckes Second by Supervisor Reiner to appoint **Dana Vitale** as the Temporary Secretary for the Reorganization Meeting.

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

**ELECTION OF OFFICERS:**

**CHAIRMAN:**

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore nominating **Supervisor Reiner** as the Chairman of the Board for 2018.

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

**VICE- CHAIRMAN:**

**MOTION** made by Supervisor Reiner, Second by **Supervisor Lignore** nominating Supervisor Meckes as the Vice-Chairman of the Board for 2018.

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

**PENN FOREST TOWNSHIP SECRETARY/ASSISTANT TREASURER:**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to appoint **Dana Vitale** as the PFT Confidential Secretary/Assistant Treasurer for 2018 at a rate of \$ 18.54 an hr.

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

**PENN FOREST TOWNSHIP TREASURER:**

**MOTION** made by Supervisor Reiner, Second by Supervisor Meckes to appoint **Tammy McMahon** as the PFT Treasurer at a rate of \$17.11 an hour as per the union contract for 2018.

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

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross to approve the Bonding for the Township Treasurer and Assistant Treasurer at 4 million dollars each; total cost of \$7,022.00.

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

**PERSONAL LIAISON ON BEHALF OF THE BOS FOR OFFICE TOWNSHIP EMPLOYEES:**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to appoint **Roger Meckes** as the Personal Liaison and Human Resource duties for office employees of the township for 2018.

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

**PFT ROADMASTER:**

**MOTION** made by Supervisor Meckes, Second by Supervisor Cross to appoint **Butch Reiner** as the Road Master for the Township for 2018. Duties include work assignments for the all township Laborers.

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

**PFT ASSISTANT ROADMASTER:**

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross to appoint **Roger Meckes** as the Assistant Road Master for the Township for 2018. Duties include work assignments for the township Laborers.

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

**PFT REPRESENTATIVE and ALTERNATE FOR CARBON COUNTY TAX COLLECTION COMMITTEE**

**MOTION** made by Supervisor Lignore, Second by Supervisor Reiner to appoint **Tom Cross** to represent PFT on the Tax Collection Committee for Carbon County for 2018.

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

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross to appoint **Roger Meckes** as an alternate representative for PFT on the Tax Collection Committee for Carbon County for 2018.

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

**TOWNSHIP SOLICITOR:**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to appoint **Attorney Tom Nanovic** to represent the BOS for 2018; Rate of \$120.00 per hr.; Para-Legal fees of \$55.00 per hr.

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

**DEPOSITORY:**

**MOTION** made by Supervisor Reiner, Second by Supervisor Meckes to approve **Mauch Chunk Trust Co.**, as the Depository for the Township Funds for 2018. Deposits are to be done as needed during bank hours.

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

**SECRETARY FOR PLANNING COMMISSION MEETINGS**

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross to appoint **Lisa Shedaker** as the PFT Planning Commission Secretary for 2018; **AS NEEDED** for Meetings.

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

**PFT BUILDING CODE OFFICIAL; BUILDING INSPECTOR; COMMERCIAL BUILDING INSPECTOR; THIRD PARTY BUILDING INSPECTOR; ZONING OFFICER; ASSISTANT ZONING OFFICER; CODE ENFORCEMENT OFFICER; SEWAGE OFFICER; WATER ENFORCEMENT OFFICER**

**MOTION** made by Supervisor Reiner, Second by Supervisor Meckes to appoint **Barry Isett and Associates, Inc.** as the Third Party Building Code Official, Building Inspector, Commercial Building Inspector, Building Inspector, Zoning Officer, Assistant Zoning Officer, Code Enforcement Officer, Sewage Officer and Water Enforcement Officer for 2018; See attached fee schedule.

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

**PFT TOWNSHIP ENGINEER:**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to appoint **Barry Isett and Associates, Inc.** as the Township's Engineer and the Planning Commission's Engineer for 2018.

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

**VACANCY BOARD:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to appoint **Carl Fazio** as member of the Vacancy Board for 2018.

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

**EMERGENCY MANAGEMENT COORDINATOR**

**MOTION** made by Supervisor Reiner, Second by Supervisor Meckes, to appoint **William Gibson** as PFT Emergency Management Coordinator for 2018.

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

**ASSISTANT EMERGENCY MANAGEMENT COORDINATOR**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to appoint **Jerry Dotter** as PFT Assistant Emergency Management Coordinator for 2018.

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

**PFT PLANNING COMMISSION MEMBERS (4 YEAR TERM) MEETINGS HELD ON THE 4<sup>TH</sup> MONDAY**

**MOTION** made by Supervisor Reiner, Second by Supervisor Meckes, to appoint the following Planning Commission members to serve on the Planning Commission until the term expires. PC members will receive \$10.00 per meeting.

**Term dates for Planning Commission Members are as follows:**

WILLIAM ENGLISH	12/31/2019	CHRIS RAU	12/31/2020
WILLIAM MILLER	12/31/2018		

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

**ZONING HEARING BOARD MEMBERS (3 YEAR TERM) MEETINGS HELD ON THE 1<sup>ST</sup> THURSDAY**

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross, to appoint the following Zoning Hearing Board Members to serve on the ZHB until the term expires. ZHB members will receive \$10.00 per hearing.

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

**Term dates for Zoning Hearing Board Members are as follows:**

Audrey Wargo	12/31/2020	*Alternate: Shawn Kresge
Patrick Walsh	12/31/2018	
Paul Fogal	12/31/2019	

**PENN FOREST TOWNSHIP ELECTED AUDITORS:**

Todd Smith ----- Appointed Term Expires 12/2019 (Resignation letter received from Matt Schutter)  
 James Walck----- Elected for 6 year term (2018-2024)  
 Robert Boyle-----Elected for 2 year term (2016-2018)

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

**Auditors will receive \$10.00 for meetings plus mileage reimbursement for 2018**

**PARK RECREATION BOARD MEMBERS:**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to appoint the following Members to the Park Recreation Board for 2018 until the term expires:

<b>Richard Strack—2 yr term (2017-2019)</b>	<b>Richard Tweed—JTSD Representative</b>
<b>Jennifer Bevilacqua—5 yr term (2015-2019)</b>	
<b>Robin McGeehan---3 yr term (2018-2020)</b>	

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

**BOS MEETINGS FOR 2018:**

**MOTION** made by Supervisor Reiner, Second by Supervisor Meckes to hold the BOS meetings on the **First Monday (unless it is a holiday; meeting will be on Tuesday)** of each month at **7:00PM** at the Penn Forest Township Municipal Building.

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

**MUNICIPAL BUILDING OFFICE HOURS:**

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross the PFT Municipal Building Office hours will be 8:00 a.m. to 4:00 p.m., Monday thru Friday (excluding holidays) with employees’ hours: 8:00 – 4:30pm

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

**SALARY FOR THE ROADMASTER:**

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to recommend to the Twp Auditors; yearly salary of \$6,500.00 for 2018; to be paid in 12 equal payments of \$541.67 a month; plus \$25.00 for each Driveway Permit reviewed plus reimbursed for mileage at the 2018 Federal rate of \$ 54.5 per mile.

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

**SALARY FOR THE ASSISTANT ROAD MASTER:**

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross to recommend to the Twp Auditors an hourly rate of \$15.00; plus mileage reimbursement at the Federal rate of \$ 54.5 per mile.

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

**SALARIES FOR THE BOARD OF SUPERVISORS:**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to set the Supervisor’s annual salary at \$2,500 as established by Ordinance #1 of 2011 and listed in the 2<sup>nd</sup> Class Twp Code book. This is to be paid in twelve (12) payments for all Supervisors: Warren Reiner, Scott Lignore; Tom Cross; Judith Knappenberger; Roger Meckes.

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

**PFT LABORERS AND ADMINISTRATIVE SALARIES:**

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross to set the following hourly rates for Township Laborers as per the Union Contract for 2018:

**Laborers:**

Keith Knappenberger	\$15.49 per hr	Colton Gibiser	\$ 14.47 per hr
Richard Beers	\$15.49 per hr	Ricky Ahner	\$ 14.47 per hr
Sherry Knappenberger	\$15.49 per hr	Shannon Meckes	\$ 14.47 per hr

**ADMINISTRATIVE ASSISTANTS:**

Heather Saba	\$ 14.97 per hr	Lisa Shedaker	\$ 13.39 per hr
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**RATE FOR MILEAGE REIMBURSEMENT FOR 2018**

1) Mileage Reimbursement Rate for Travel - \$ 54.5 cents per mile (2018 Federal Rate)

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

**ADOPT RESOLUTION #1 OF 2018---PFT TAX RATES FOR 2018**

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross to adopt Resolution #1 of 2018; PFT Tax Rates for 2018 as listed:

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

**PENN FOREST TOWNSHIP TAX RATES FOR 2018**

Real Estate Taxes	0 Mills (Zero Mills)
Per Capita Tax	\$5.00
Transfer Tax	½ of 1% split with JTASD
Earned Income Tax	½ of 1% split with JTASD
Amusement Tax	2 ½ %

**ATTENDING THE PSATS CONFERENCE FOR SUPERVISORS**

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross to authorize the supervisors'; township secretary and treasurer to attend the 2018 PSATS Conference in Hershey on April 22<sup>rd</sup> thru April 25<sup>th</sup>; This includes lodging, mileage and meal reimbursements.

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

**VOTING DELEGATE FOR THE 2018 PSATS CONFERENCE**

**MOTION** made by Supervisor Reiner Second by Supervisor Lignore to appoint Dana Vitale as the Township's Voting Delegate at the 2018 PSATS Conference in Hershey.

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

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to adjourn the meeting at 6:30 p.m.

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

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**TOWNSHIP SECRETARY  
PENN FOREST TOWNSHIP**

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**CHAIRMAN  
PENN FOREST TOWNSHIP**

