

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

February 5, 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; Roll Call by Township Secretary.

Members: **Warren Reiner, Supervisor
Judith Knappenberger, Supervisor
Scott Lignore, Supervisor
Roger Meckes, Supervisor
Tom Cross, 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.
Executive session was held on Thursday, Feb 1st from 2:00 – 3:25 p.m. to discuss legal matters.

B. PUBLIC COMMENTS - (3 Minute Limit)

C. MEETING MINUTES:

(1) REORGANIZATION MEETING ON JANUARY 2, 2018

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

ROLL CALL: JK____; SL____; RM ____; TC____; WR____ **MOTION** _____

MOTION made by Supervisor _____, Second by Supervisor _____ to appoint **Jerry Dotter** as PFT Assistant EMC for 2018.

ROLL CALL: JK___; SL___; RM ___; TC___; WR___ **MOTION** _____

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the Reorganization Meeting minutes from January 2, 2018.

ROLL CALL: JK___; SL___; RM ___; TC___; WR___ **MOTION** _____

(2) REGULAR BOS MEETING ON JANUARY 2, 2018

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from January 2, 2018.

ROLL CALL: JK___; SL___; RM ___; TC___; WR___ **MOTION** _____

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) Leighton Ambulance Association, Inc.

Thank you letter received for donation made by BOS to Leighton Ambulance for 2018 in the amount of \$4,000.00.

2) Petition from PFT Residents

469 Penn Forest Township Residents have signed a petition to appeal the deemed approval granted by Judge Serfass to Atlantic Wind, LLC.

3) Emails received from PFT Residents

Township Secretary received approximately 160 emails from residents requesting the BOS to appeal the deemed approval by Judge Serfass to Atlantic Wind, LLC.

4) Update on Pipeline

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

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 01/31/2018)

Township General Fund:	\$ 4,133,271.51	State Liquid Fuels Fund:	\$ 205,720.40
Capital Reserve Fund:	\$ 74,996.65	Sanitation Fund:	\$ 542,431.35
Septic Fund:	\$ 205,375.27	Park/Recreation:	\$ 829,959.44
SALDO	\$ 80,990.03	Payroll:	\$ 20,903.76
TOTAL:			\$ 6,093,648.41

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 01/31/2018)

Account Ending:	3394/ #5851 -	\$ 251,820.62 (6 month CD)
	3382/ #4619 -	\$ 251,883.93 (6 month CD)
	3383/ #4686 -	\$ 506,294.53 (1 yr CD)
TOTAL:		\$1,009,999.08

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 01/31/2018)

Account Ending:	1495	-	\$ 103,100.97
	1710	-	\$ 104,688.07
	0064	-	\$ 101,822.68
TOTAL:			\$ 309,611.72

TOTAL FUNDS ON DEPOSIT: \$ 7,413,259.21

1) **MOTION** made by Supervisor_____, Second by Supervisor_____ to accept Treasurer’s Report for JANUARY 2018 (Subject to Audit).

ROLL CALL: JK____; SL____; RM ____; TC____; WR____ **MOTION**_____

2) **PAYMENT OF THE BILLS FOR JANUARY 2018**

MOTION made by Supervisor _____, Second by Supervisor _____ to pay the bills for JANUARY 2018.

ROLL CALL: JK____; SL____; RM ____; TC____; WR____ **MOTION**_____

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

1) **ROADMASTER REPORT FOR JANUARY 2018**

2) **APPLICATION FOR PAYMENT FROM SPOTTS BROTHERS, INC.**

Payment requests from Spotts Brothers, Inc. for work completed on Penn Forest Park Restrooms. Requests in the amount of \$71,514.90 for General Contract and \$17,847.00 for Plumbing Contract. Total amount due \$89,361.90.

MOTION made by Supervisor_____, Second by Supervisor_____ to _____ application for payment to Spotts Brothers in the total amount of \$89,361.90.

ROLL CALL: JK____; SL____; RM____; TC____; WR____ **MOTION**_____

ROGER MECKES, VICE CHAIRMAN

1) RATIFY THE MOTION TO ACCEPT RESIGNATION FROM LISA SHEDAKER

Township Administrative Assistant Lisa Shedaker submitted her resignation letter to the BOS on January 12, 2018 which stated her last day will be January 19, 2018.

MOTION made by Supervisor____, Second by Supervisor____ to ratify the motion that was done by a call out vote on January 15, 2018 to ____ the resignation letter from Lisa Shedaker, Township Administrative Assistant effective January 19, 2018.

ROLL CALL: JK____; SL____; RM____; TC____; WR____ **MOTION**_____

2) HIRE FULL-TIME ADMINISTRATIVE ASSISTANT

MOTION made by Supervisor____, Second by Supervisor____ to hire replacement Administrative Assistant at a rate of \$13.00 per hour wage.

ROLL CALL: JK____; SL____; RM____; TC____; WR____ **MOTION**_____

3) GOVERNMENT / MUNICIPAL / PUBLIC FUNDS BANKING RESOLUTION

Resolution No. 5 of 2018----MCT Banking Signatures for PFT.

MOTION made by Supervisor____, Second by Supervisor____ to adopt Resolution No. 5 of 2018 authorizing signing signature of Supervisor, Tom Cross for banking purposes.

ROLL CALL: JK____; SL____; RM____; TC____; WR____ **MOTION**_____

G. PFT PARK AND RECREATION

CONCESSION STAND PROJECT

H. REPORTS:

WARREN REINER, CHAIRMAN

TRANSFER STATION -

1) UPON SOLICITOR APPROVAL- AMENDING 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 2018-2019 garbage billing cycle of July 1, 2018 to June 30, 2019 for Residential, Limited Usage and Commercial. Limited Usage Permit will no longer be available. Residential Permit will now be a fee of \$50.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to **AMEND** 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____; SL____; RM ____; TC____; WR____ **MOTION**_____

3) BULK AMOUNT for JANUARY 2018---\$ 865.00 * Year to Date Total: \$ 16,596.00

Prior Deposits to Garbage Acct for 2016-17	\$ 262,901.75*
2016-2017 Residential Permits (1836)	\$ 55,165.96
2016-2017 Limited Permits (811)	\$ 4,053.00
2016-2017 Commercial Permits (9)	\$ 1,550.00
TOTAL DEPOSITS	\$ 60,768.96**
2017-2018 Limited Permits (929)	\$ 46,150.00
2017-2018 Disc Residential Permits (1,652)	\$ 121,740.00
2017-2018 Residential Permits (346)	\$ 33,432.01
2017-2018 Commercial Permits (9)	\$ 1,550.00
TOTAL DEPOSITS	\$ 202,872.01**
TOTAL ALL Garbage Permits Sold	\$ 263,640.97**
Total Deposits to Garbage Acct for 2016-17	\$ 526,542.72*

4) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR JANUARY 2018

Administrative & Financial Requests: (See Attached Lists)

Submitted: 24 / Responded: 24 / Total Hours: 14.25 hrs

Zoning & Septic Requests: Submitted: 21 / Responded: 21

I. ZONING DEPARTMENT

1) Zoning Officer--- Kathryn Forry submitted Zoning Report for January 2018.

2) Beltzville Storage Units - **DISCUSSION: Developer's Agreement and Guarantee.**

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 _____; TC____; WR____ **MOTION**_____

REMINDERS:

- 1) The Next Regular Board of Supervisors Meeting will be held Monday, March 5th, 2018 at 7:00pm.***
- 2) The Park and Recreation will hold their monthly meeting on Wednesday, February 21st, 2018 at 6:30pm at the Township Building.***
- 3) The Planning Commission will hold their monthly meeting on Monday, February 26th (if needed).***

**DANA VITALE
TOWNSHIP SECRETARY**

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