

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

March 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: Was held at 10:00 a.m. on 2/14/2018 to discuss legal matters.

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B. PUBLIC COMMENTS AGENDA ITEMS ONLY - (3 Minute Limit)

C. MEETING MINUTES:

(1) REGULAR BOS MEETING ON FEBRUARY 5, 2018

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from February 5, 2018.

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

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) APPOINTMENT FOR DIMMICK MEMORIAL LIBRARY BOARD

Letter of interest received from Christine Fazio to be appointed as Penn Forest Township's representative to the Dimmick Memorial Library Board of Directors. Recent resignation received from Georgeann Pachulski.

Letter received from Robert Stevenson to request the appointing of Dr. Michael Principe as the new Penn Forest Township Representative to the Dimmick Memorial Library Board.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____, _____ as Dimmick Library Representative for Penn Forest Township.

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

2) PROPOSAL RECEIVED FROM PIERCE BROADBAND LLC, FOR COMMUNICATION TOWER

Pierce Broadband is interested in locating a new tower on PFT property.

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 02/28/2018)

Township General Fund:	\$ 4,281,848.74	State Liquid Fuels Fund:	\$ 168,064.63
Capital Reserve Fund:	\$ 74,996.65	Sanitation Fund:	\$ 505,974.33
Septic Fund:	\$ 205,575.27	Park/Recreation:	\$ 736,862.85
SALDO	\$ 80,990.03	Payroll:	\$ 16,601.56
TOTAL:			\$ 6,070,914.06

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 02/28/2018)

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 02/28/2018)

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

TOTAL FUNDS ON DEPOSIT: \$ 7,390,524.86

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

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

- 2) **PAYMENT OF THE BILLS FOR FEBRUARY 2018**

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

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

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

- 1) **ROADMASTER REPORT FOR FEBRUARY 2018**

- 2) **LYNX ASSOCIATES, LTD/HOLY SPIRITS DISTILLERY**

Termination Agreement prepared by Attorney Nanovic cancelling agreement with PFT and LYNX Associates.

ROGER MECKES, VICE CHAIRMAN

- 1) **DISCUSSION HIRE FULL-TIME ADMINISTRATIVE ASSISTANT**

- 2) **GOVERNMENT / MUNICIPAL / PUBLIC FUNDS BANKING RESOLUTION**

Resolution No. 6 of 2018----MCT Banking Signatures for PFT Debit Card Account.

MOTION made by Supervisor_____, Second by Supervisor_____ to adopt Resolution No. 6 of 2018 for opening of PFT Business Debit Card Account for general 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) ELECTRONIC RECYCLING PROGRAMS FOR 2018

Dates and Information received for Electronical Recycling for 2018.

Available---Saturday during June & July 6/2, 6/9, 6/30, 7/21, 7/28

RESERVED JULY 21ST

2) BULK AMOUNT for FEBRUARY 2018---\$ 580.00 * Year to Date Total: \$ 17,176.00

Prior Deposits to Garbage Acct for 2016-17	\$ 280,077.75*
2016-2017 Residential Permits (1839)	\$ 55,465.96
2016-2017 Limited Permits (811)	\$ 4,053.00
2016-2017 Commercial Permits (9)	\$ 1,550.00
TOTAL DEPOSITS	\$ 61,068.96**
2017-2018 Limited Permits (930)	\$ 46,200.00
2017-2018 Disc Residential Permits (1,655)	\$ 121,965.00
2017-2018 Residential Permits (355)	\$ 34,332.01
2017-2018 Commercial Permits (9)	\$ 1,550.00
TOTAL DEPOSITS	\$ 204,047.01**
TOTAL ALL Garbage Permits Sold	\$ 265,115.97**
Total Deposits to Garbage Acct for 2016-17	\$ 545,193.72*

3) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR FEBRUARY 2018

Administrative & Financial Requests: (See Attached Lists)

Submitted: 29 / Responded: 29 / Total Hours: 15.4 hrs

Zoning & Septic Requests: Submitted: 14 / Responded: 14

I. ZONING DEPARTMENT

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

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, April 2nd, 2018 at 7:00pm.*
- 2) *The Park and Recreation will hold their monthly meeting on Monday, March 19th at 6:30 pm instead of Wednesday, March 21st, 2018 at the Township Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, March 26th (if needed).*

**DANA VITALE
TOWNSHIP SECRETARY**

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