

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

**April 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 p.m. 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:** None

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

**Troy Meckes & June Meckes-** Wanted to know if the township has made any progress with his noise/fireworks complaint submitted at the last months BOS Meeting. Chairman Reiner stated that he sent Zoning Officer John DeCusatis to investigate and when he went to the house the home owners were not there and he could not see any traces of fireworks because of the accumulation of snow. Chairman Reiner also stated that the homeowners were told to take down a sign that was on their property. Mr. Meckes stated that someone is occupying the home and the sign has not been removed. Chairman Reiner stated that he was going to send Mr.DeCusatis to investigate the situation when some of the snow melted. Mr. Meckes asked if the township could provide him with a copy of the Ordinance which states the section for "Nuisances and Hazards to Public Safety" Copy was sent via email.

**C. MEETING MINUTES:**

**(1) REGULAR BOS MEETING ON MARCH 5, 2018**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to approve the BOS Meeting Minutes from March 5, 2018.

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

**(2) ZONING WORKSHOP ON MARCH 13, 2018**

**MOTION** made by Supervisor Reiner, Second by Supervisor Meckes to approve the Zoning Workshop Minutes from March 13, 2018.

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

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) LETTER RECEIVED FROM GANNETT FLEMING (No Motion Needed)**

Act 14 notification that Lehighon Water Authority is applying to PADEP for renewal of surface water withdrawal.

**2) THE JIM THORPE ROTARY**

The Jim Thorpe Rotary will present the 22<sup>nd</sup> Summer Recreation Program and are requesting the support of Penn Forest Township. Past donations have been given in the amount of \$1,000.00.

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross to donate \$1,000.00 to The Jim Thorpe Rotary Summer Recreation (camp) Program.

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

**E. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 03/29/2018)**

Township General Fund:	\$ 4,356,957.21	State Liquid Fuels Fund:	\$ 150,522.01
Capital Reserve Fund:	\$ 75,039.80	Sanitation Fund:	\$ 469,543.02
Septic Fund:	\$ 206,890.27	Park/Recreation:	\$ 728,858.09
SALDO	\$ 80,990.03	Payroll:	\$ 21,939.56
Debit Card Account	\$ 4,991.75		
<b>TOTAL:</b>			<b>\$ 6,095,731.74</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 03/29/2018)**

Account Ending: 3394/ #5851 - \$ 252,064.92 (6 month CD)

	3382/ #4619 -	\$ 252,128.28 (6 month CD)
	3383/ #4686 -	\$ 507,113.25 (1 yr CD)
<b>TOTAL:</b>		<b>\$1,011,306.45</b>

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 03/29/2018)**

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

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**TOTAL FUNDS ON DEPOSIT: \$ 7,416,649.91**

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1) **MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to accept Treasurer’s Report for MARCH 2018 (Subject to Audit).

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

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

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to pay the bills for MARCH 2018.

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

**F. NEW BUSINESS:**

**WARREN REINER, CHAIRMAN**

1) **ROADMASTER REPORT FOR MARCH 2018**

Many snow storms and taking care of the roads.

Contractor, Jay Behrens had 7 windows broken from the township plowing the roads and the snow kicking up.

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to reimburse Mr. Behrens to replace the 7 windowns broken.

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

Shiffer Bitumous PFT Snow Plowing Contractor has purchased a new truck to easily fix pot holes. New vehicle has the capability of mixing the tar in the truck. Shiffer quoted a price of \$1,500.00 to fix pot holes.

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross obtain Shiffer Bitumous to fix Penn Forest Township damaged roads for the amount of \$1.500.00.

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

**2) HIRE NEW ENGINEER - MR. RICHARD B. KRESGE, BCM ENGINEERS**

Interviews were conducted on March 27<sup>th</sup> with LTL Consultants, Reilly Associates, and BCM Engineers. Engineer will provide assistance with Atlantic Wind applications and be a part of the Zoning Ordinance Committee.

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to hire Mr. Richard B. Kresge, BCM Engineers, to assist with the Atlantic Wind Applications.

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

**3) BELTZVILLE STORAGE LAND DEVELOPMENT/STORMWATER AGREEMENT**

Approval of amended Land Development/Stormwater Detention Agreement which was changed from 18 months to 12 months completion.

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to ACCEPT Beltzville Enterprises, LLC Land Development and Storm Water Detention Agreement.

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

**4) PSATS CONFERENCE- APRIL 22<sup>nd</sup>- 25<sup>th</sup> HERSHEY, PA**

Supervisor ,Tom Cross will be attending the 96<sup>th</sup> Annual PSATS Conference in Hershey, PA.

**MOTION** made by Supervisor Reiner, Second by Supervisor Meckes to reimburse Supervisor, Tom Cross for Registration and Lodging for the PSATS Conference.

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

**5) DISCUSSION: PIERCE BROADBAND, LLC GROUND LEASE AGREEMENT**

Attorney Nanovic has several concerns about the proposed Ground Lease Agreement to install a new cell tower on Penn Forest Township property. Not a lot of detail provided. Attorney Nanovic is going to inquire further.

**ROGER MECKES, VICE CHAIRMAN**

**MOTION TO HIRE JULIE ROSSI—F/T PFT, ADMIN. ASST.**

**MOTION** made by Supervisor Meckes, Second by Supervisor Reiner to hire Julie Rossi as a full-time Administrative Assistant. Start date 04/16/18 at a wage of \$13.00/hr.

**ROLL CALL:** JK- Yes; SL-Yes; RM-Yes; TC-NO; WR- Yes **MOTION** Passed

**G. PFT PARK AND RECREATION**

**CONCESSION STAND PROJECT**

Supervisor Reiner stated that the Township has received a high electric bill this month due to heater running to allow Concrete to dry. Bill was increased by \$500.00. Outside pretty much done just some stone needed. Infield mix is needed for the baseball field. No idea what that costs not familiar with this said Supervisor Reiner.

**BATTING CAGE PURCHASE FOR PARK**

Request received from Park Committee to purchase batting cage at a price of \$4,609.50.

**MOTION** made by Supervisor Reiner, Second by Supervisor Meckes to Approve the batting cage purchase for the amount of \$4,609.50.

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

**H. REPORTS:**

**WARREN REINER, CHAIRMAN**

Supervisor Reiner stated that the new Compactor at the Transfer Station is working real well. It packs up to 2,000 pounds of pressure. At some point we will be installing a roof to the compactor.

**TRANSFER STATION -**

**1) Towamensing Trails POA and Indian Mountain Lakes Community**

Letters received requesting Exemption for the 2018-2019 Garbage Permits fees for residents of Towamensing Trails and Indian Mountain Lakes Community.

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to Exempt Towamensing Trails and Indian Mountain Lakes from the 2018-2019 Garbage Permits fees.

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

**2) BULK AMOUNT for MARCH 2018---\$ 494.00 Year to Date Total: \$ 1,939.00**

<b>2016-2017 Residential Permits (2)</b>	<b>\$ 200.00</b>
<b>2017-2018 Pro Rated Permits (4)</b>	<b>\$ 104.15</b>
<b>2017-2018 Residential Permits (6)</b>	<b>\$ 581.59</b>
<b>TOTAL DEPOSITS</b>	<b>\$ 885.74</b>
 <b>TOTAL DEPOSITS</b>	 <b>\$ 1,379.74</b>

### 3) ADMINISTRATIVE REPORTS

#### A) RIGHT-TO-KNOW REQUESTS FOR MARCH 2018

Administrative & Financial Requests: (See Attached Lists)

Submitted: 29 / Responded: 29 / Total Hours: 14.75 hrs

Zoning & Septic Requests: Submitted: 19 / Responded: 19

### I. ZONING DEPARTMENT

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

### J. PUBLIC COMMENTS – (3 Minute Limit)

NONE

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:28 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, May 7th at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, April 18<sup>th</sup> at 6:30 p.m. at the Township Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, April 30th at 6:00 p.m. (If needed).*

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DANA VITALE  
TOWNSHIP SECRETARY

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WARREN R. REINER  
CHAIRMAN, BOARD OF SUPERVISORS