

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

**May 7, 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, Chairman  
Roger Meckes, Vice-Chairman  
Judith Knappenberger, Supervisor  
Scott Lignore, Supervisor  
Tom Cross, Supervisor**

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

**A. EXECUTIVE SESSION:**

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

**C. MEETING MINUTES:**

**(1) REGULAR BOS MEETING ON APRIL 2, 2018**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from April 2, 2018.

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

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) LETTER RECEIVED FROM ALBRIGHTSVILLE VOLUNTEER FIRE CO.**

The Albrightsville Volunteer Fire Co. will be holding their Annual Benefit Horse Show on June 24<sup>th</sup> at Getz Farm in Albrightsville. They are requesting sponsors to cover the expense of the show. Donation in the amount of \$100.00 was given last year.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to donate \_\_\_\_\_ to Albrightsville Volunteer Fire Company Horse Show Committee.

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

**2) LETTER RECEIVED FROM FRIENDS OF PENN-KIDDER LIBRARY- (NO MOTION NEEDED)**

Friends of Penn-Kidder Library are a member of the PA Citizens for Better Libraries (PCBL). They are requesting a donation to update their book cataloging system.

**3) LETTER RECEIVED FROM PPL ELECTRIC UTILITES- (NO MOTION NEEDED)**

PPL will be gathering some general information on PFT Meter as part of a plan to replace all customers' electric meters in coming years.

**4) APRIL REPORT TO CARBON COUNTY STAKEHOLDERS- (NO MOTION NEEDED)**

Update on PennEast/UGI Pipeline Project.

**5) THANK YOU LETTER RECEIVED FROM HEATHER SABA- (NO MOTION NEEDED)**

Township employee Heather Saba sent a Thank You Card to the Township for Sympathy flowers received.

**E. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 04/30/2018)**

Township General Fund:	\$ 4,382,247.49	State Liquid Fuels Fund:	\$ 412,903.26
Capital Reserve Fund:	\$ 75,147.88	Sanitation Fund:	\$ 436,956.62
Septic Fund:	\$ 211,161.27	Park/Recreation:	\$ 724,040.69
SALDO	\$ 9,209.53	Payroll:	\$ 11,940.53
Debit Card Account	\$ 4,680.20		
<b>TOTAL:</b>			<b>\$ 6,268,287.47</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 04/30/2018)**

Account Ending:	3394/ #5851 -	\$ 252,193.37 (6 month CD)
	3382/ #4619 -	\$ 252,256.76 (6 month CD)
	3383/ #4686 -	\$ 507,543.95 (1 yr CD)
<b>TOTAL:</b>		<b>\$1,011,994.08</b>

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 04/30/2018)**

Account Ending:	1495 -	\$ 103,100.97
	1710 -	\$ 104,688.07

0064 - \$ 101,822.68  
TOTAL: \$ 309,611.72

**TOTAL FUNDS ON DEPOSIT: \$ 7,589,893.27**

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- 1) **MOTION** made by Supervisor\_\_\_\_\_, Second by Supervisor\_\_\_\_\_ to accept Treasurer's Report for APRIL 2018 (Subject to Audit).

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

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

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to pay the bills for APRIL 2018.

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

**F. NEW BUSINESS:**

**WARREN REINER, CHAIRMAN**

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

- 2) **RATIFY THE MOTION TO ACCEPT RESIGNATION/RETIREMENT - RICHARD BEERS**

Township Laborer Richard Beers submitted his resignation/retirement letter to the BOS on April 23, 2018, which stated his must resign/retire due to medical issues.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to ratify the motion that was done by a call out vote on April 26, 2018 to \_\_\_\_\_resignation/retirement letter from Richard Beers, effective immediately .

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

- 3) **MOTION TO ACCEPT RESIGNATION- COLTON GIBISER**

Township Laborer Colton Gibiser submitted his resignation letter to the BOS on May 3, 2018, which stated his last day would be Friday, May 4, 2018.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ resignation letter from Colton Gibiser, effective Friday May 4, 2018 .

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

**4) NEW EMPLOYEES- HIRE 2 FULL-TIME LABORERS**

**MOTION** made by Supervisor\_\_\_\_\_, Second by Supervisor\_\_\_\_\_ to hire Brian Breiner and Corey Ligenza as Laborers. Wage \$14.49/hour.

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

**5) SNOW PLOWING INVOICE RECEIVED**

Invoice received in the amount of \$3,240.00 from Ahner’s Snow Plowing for services on Hell Hollow Road in PFT.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ payment in the amount of \$3,240.00 to Ahner’s Snow Plowing for services on Hell Hollow Road in PFT..

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

**6) JOINT MUNICIPAL UCC ORDINANCE AMENDMENT**

These ordinances amend an existing agreement for the joint administration and enforcement of the Uniform Construction Code through a Joint Board of Appeals by and among various municipalities located in Carbon County, PA to allow the Borough of Parryville to join and participate in the Joint Board of Appeals.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to enact Ordinance No. 1 of 2018 amending an existing agreement for the administration and enforcement of the Uniform Construction Code through a Joint Board of Appeals by and among various Municipalities located in Carbon County, Pennsylvania.

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

**7) COOPERATION AGREEMENT BETWEEN PFT & PFT FIRE CO. #1**

Solicitor Nanovic prepared Agreement between Penn Forest Township & PFT Fire Co. #1 for the purchase of the new Electronic Sign.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the Cooperation Agreement between Penn Forest Township and Penn Forest Township Volunteer Fire Company No. 1 regarding the purchase of the new Electronic Sign.

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

**G. PFT PARK AND RECREATION**

**1) CONCESSION STAND PROJECT**

**2) PENN FOREST RECREATIONAL PARK**

Highway Occupancy Permit Update- Authorization for Additional Services received for BIA. Estimated cost for BIA to address Condition Statement of Highway Occupancy Permit (HOP) is \$1,750.00- \$3,000.00.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

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

**3) INFIELD MIX- MARTIN STONE QUARRIES**

Purchase infield mix from Martin Stone Quarries for Park Baseball Field. 24 tons total cost of \$1,884.00. Fertilizer and Lime will be needed for Park.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the infield mix from Martin Stone Quarries for a total amount of \$1,884.00.

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

**4) RESIGNATION OF MANDY MAROTTO – PARK ADVISORY BOARD**

Park Advisory Board Member Mandy Marotto is resigning from her position effective 4/16/18. Terry Levan has expressed interest to be appointed as a member of the Park Advisory Board.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the resignation of Mandy Marotto effective 4/16/18.

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

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Terry Levan to the Park Advisory Board.

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

**5) CHANGE ORDER RECEIVED FROM W.B. ELECTRIC FOR PARK & REC.**

W.B. Electric submitted a change order for PFT Park Electrical Improvements which increased contract sum by \$688.00. New total including change order is \$15,506.00.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ change order of \$688.00 and payment of new total \$15,506.00.

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

**6) APPLICATION FOR PAYMENT RECEIVED- SPOTTS BROTHERS, INC.**

Spotts Brothers submitted payment applications for the following: Penn Forest Park Restroom MC 3,442.50, Restroom EC \$13,218.75 & Restroom GC \$36,118.80.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Application for Payment to Spotts Brothers, Inc. for total amount of \$52,780.05.

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

## H. REPORTS:

### WARREN REINER, CHAIRMAN

#### TRANSFER STATION -

##### 1) Beltville Lakes Estates Community

Letter received requesting Exemption for the 2018-2019 Garbage Permits fees for residents of Beltville Lake Estates Community.

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_  
Beltville Lake Estates Community from the 2018-2019 Garbage Permits fees.

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

##### 2) **BULK AMOUNT for APRIL 2018---\$ 1,335.00 Year to Date Total: \$ 3,274.00**

2016-2017 Residential Permits (4)	\$ 360.00
2017-2018 Pro-Rated Permits (4)	\$ 64.95
2017-2018 Residential Permits (7)	\$ 655.00
2018-2019 Pro-Rated Permits (3)	\$ 51.30
<b>TOTAL DEPOSITS</b>	<b>\$ 1,131.25</b>

<b>TOTAL DEPOSITS</b>	<b>\$ 2,466.25</b>
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##### 3) ADMINISTRATIVE REPORTS

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

Administrative & Financial Requests: (See Attached Lists)

Submitted: 35 / Responded: 35 / Total Hours: 19.15 hrs

Zoning & Septic Requests: Submitted: 30 / Responded: 30

## I. ZONING DEPARTMENT

1) **Zoning Officer**--- Kathryn Forry submitted Zoning Report for April 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, June 4th at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, May16th at 6:30 p.m. at the Township Building.*
- 3) *The Planning Commission will hold their monthly meeting on Tuesday, May 29th at 6:00 p.m. (If needed).*

\_\_\_\_\_  
**DANA VITALE**  
**TOWNSHIP SECRETARY**

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