

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

July 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; 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:

:

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

C. MEETING MINUTES:

(1) REGULAR BOS MEETING ON JUNE 4th, 2018

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from June 4th, 2018.

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

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) EMC INSURANCE COMPANIES

Letter received regarding payment of deductible for case filed by Cynthia Henning 2014 & 2015. Deductible amount for Linebacker policy in the amount of \$5,000.00. Deductible for Loss of Salary/Fringe benefits in the amount of \$5,000.00. Deductible for 2015 claim in the amount of \$5,000.00. Total amount to be paid \$15,000.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to approve payment of \$15,000.00 to EMC Insurance Companies for deductibles related to Cynthia Henning.

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

2) WORKERS COMPENSTATION PROPOSAL

Brown & Brown Insurance Broker submitted a proposal with a more cost effective option through AM Trust than our current carrier SWIF. Brown & Brown has proposed a savings of \$5,500 per year.

MOTION made by Supervisor _____, Second by Supervisor _____ to

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

E. TREASURER’S REPORT: As of 6/20/18- All PFT interest bearing accounts at Mauch Chunk Trust Company have an interest rate of 1%, an increase from .90%

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 06/29/2018)

| | | | |
|------------------------|-----------------|--------------------------|------------------------|
| Township General Fund: | \$ 4,645,683.54 | State Liquid Fuels Fund: | \$ 406,393.90 |
| Capital Reserve Fund: | \$ 75,205.32 | Sanitation Fund: | \$ 488,725.81 |
| Septic Fund: | \$ 217,706.77 | Park/Recreation: | \$ 640,426.44 |
| SALDO | \$ 9,209.53 | Payroll: | \$ 4,020.35 |
| Debit Card Account | \$ 9,280.07 | | |
| TOTAL: | | | \$ 6,496,651.73 |

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 06/29/2018)

| | | |
|-----------------|---------------|----------------------------|
| Account Ending: | 3394/ #5851 - | \$ 252,446.32 (6 month CD) |
| | 3382/ #4619 - | \$ 252,509.77 (6 month CD) |
| | 3383/ #4686 - | \$ 508,392.53 (1 yr CD) |
| TOTAL: | | \$1,013,348.62 |

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 06/29/2018)

| | | | |
|-----------------|------|---|----------------------|
| Account Ending: | 1495 | - | \$ 103,208.19 |
| | 1710 | - | \$ 104,772.09 |
| | 0064 | - | \$ 102,000.62 |
| TOTAL: | | | \$ 309,980.90 |

TOTAL FUNDS ON DEPOSIT: \$ 7,819,981.25

1) **MOTION** made by Supervisor _____, Second by Supervisor _____ to accept Treasurer's Report for JUNE 2018 (Subject to Audit).

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

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

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

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

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

1) **ROADMASTER REPORT FOR JUNE 2018**

2) **OPENING OF SEALED BIDS FOR 2018 BITUMINOUS PAVING ON T-512 WEILER ROAD**

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the bid from _____ for 2018 Bituminous Paving on Weiler Road at a cost of \$ _____

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

3) **PFT MUNICIPAL BUILDING OUTSIDE SPOT LIGHTS**

Municipal Building Spot Lights that illuminate the sign needs to be replaced.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

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

G. PFT PARK AND RECREATION

1) CONCESSION STAND PROJECT

2) PURCHASE GOLF CART FOR PARK

Golf cart quote received from Don's Auto, 5260 Interchange Road, Lehighton, PA.
2004 Gas with Cargo Box \$2,800, 2007 Gas with Cargo Box \$3,350, 2015 Gas with Cargo Box \$4,800.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ purchase of _____ Golf Cart at cost of \$ _____.

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

3) PENN FOREST RECREATIONAL PARK

PURCHASE BLEACHERS FOR BASEBALL FIELD (AMENDED TOTAL)

New invoice submitted including shipping. 4 – 4 Row Aluminum Bleachers cost \$4,580.00, shipping cost of \$998.00. Adjusted total cost of bleachers \$5,578.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ amended invoice of 4 Bleachers for Park & Rec Baseball Fields at the total price of \$5,578.00.

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

4) VOLLEY BALL SAND AND NET FOR PARK

Price quoted to Chairman Reiner for Beach Sand for Volley Ball Court at Park. Andreas Quarry quoted a price of \$615.00 per load. Approximate price for Volley Ball Net from Amazon is \$83.50.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Sand for Volley Ball Court at Park in the amount of \$ _____

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

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Net for Volley Ball Court at Park in the amount of \$ _____

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

5) PARKING LOT PAVING AT PARK

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

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

H. REPORTS:

WARREN REINER, CHAIRMAN

TRANSFER STATION -

1) BULK AMOUNT for JUNE 2018---\$ 1,585.00 Year to Date Total: \$ 5,895.00

| | | |
|-------------------------------|-------|--------------------|
| 2016-2017 Residential Permits | (2) | \$ 200.00 |
| 2017-2018 Pro-Rated Permits | (6) | \$ 20.25 |
| 2017-2018 Residential Permits | (3) | \$ 300.00 |
| 2018-2019 Commercial Permits | (2) | \$ 350.00 |
| 2018-2019 Residential Permits | (870) | \$43,500.00 |
| TOTAL DEPOSITS | | \$44,370.25 |

TOTAL DEPOSITS \$ 45,955.25

2) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR JUNE 2018

Administrative & Financial Requests: (See Attached Lists)

Submitted: 31 / Responded: 31 / Total Hours: 37.75 hrs

Zoning & Septic Requests: Submitted: 17 / Responded: 17

I. ZONING DEPARTMENT

1) POWERS/FRANTINO REVERSE SUBDIVISION—Conditional Preliminary/Final Approval

Mr. Kevin G. Powers, and Ms. Ellen M. Frantino have submitted a plan, which proposes the combination of two existing lots (lots 1106 and 1107) into one lot (lot 1106A) within the Towamensing Trails subdivision, Section V and have requested a waiver from SALDO; **Section 333.31 (plan to show all trees over 8”)**. Planning Commission recommends to the BOS to grant the requested waiver and approve the plan, conditioned on satisfying any and all remaining items in the Barry Isett & Associates review letter dated June 13, 2018.

a) MOTION made by Supervisor _____, Second by Supervisor _____ to grant the waiver for **SALDO 333.31** as recommended by PC.

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

b) MOTION made by Supervisor _____, Second by Supervisor _____ to approve and accept the plan as recommended by the Planning Commission.

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

2) BURKHARDT REVERSE SUBDIVISION—Conditional Preliminary/Final Approval

Mr. William L. and Ms. Darlene K. Burkhardt, have submitted a plan, which proposes the combination of two existing lots (lots 8 and 9) into one lot (lot 8A) within the Bear Creek Lakes subdivision, South Lakes Section and have requested a waivers from SALDO; **Section 333.31 (plan to show all trees over 8”)**. Planning Commission recommends to the BOS to grant the requested waiver and approve the plan, conditioned on satisfying any and all remaining items in the Barry Isett & Associates review letter dated June 13, 2018.

a) MOTION made by Supervisor _____, Second by Supervisor _____ to grant the waiver for **SALDO 333.31** as recommended by PC.

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

b) MOTION made by Supervisor _____, Second by Supervisor _____ to approve and accept the plan as recommended by the Planning Commission.

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

3) Zoning Officer--- Kathryn Forry submitted Zoning Report for JUNE 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) Penn Forest Township Municipal Building will be closed on Wednesday, July 4th in observance of the Holiday. The Transfer Station will be open.***
- 2) The Next Regular Board of Supervisors Meeting will be held Monday, August 6th at 7:00 p.m.***
- 3) The Park and Recreation will hold their monthly meeting on Monday, July 16th at 6:30 p.m. at the Township Building.***
- 3) The Planning Commission will hold their monthly meeting on Monday, July 23rd at 6:00 p.m. (If needed).***

DANA VITALE
TOWNSHIP SECRETARY

WARREN R. REINER
CHAIRMAN, BOARD OF SUPERVISORS