

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

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 (by phone) Scott Lignore, Supervisor (absent) Tom Cross, Supervisor
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic (absent)

A. EXECUTIVE SESSION:

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

C. MEETING MINUTES:

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

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

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

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

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

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. **TABLED UNTIL SUPERVISORS' CAN REVIEW.**

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 Reiner, Second by Supervisor Cross to accept Treasurer's Report for JUNE 2018 (Subject to Audit).

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

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

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

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

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 Reiner, Second by Supervisor Meckes to **AWARD** the bid from **Lehigh Asphalt Paving & Construction**, for 2018 Bituminous Paving on Weiler Road at a cost of **\$139,712.20**. (*Tentative pending review/approval of Solicitor Tom Nanovic upon his return from vacation*)

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

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

Municipal Building Spot Lights that illuminate the sign needs to be replaced. Estimated price \$700.00.

MOTION made by Supervisor Reiner, Second by Supervisor Cross to replace outside spot lights for PFT Municipal Building at an estimated price of \$700.00.

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

G. PFT PARK AND RECREATION

- 1) **CONCESSION STAND PROJECT**

Work is all complete and looking good. Chairman Reiner stated the Park is really coming along. We have a real nice Baseball Field and Basket Ball courts. Grass is really coming up nice. Chairman

Reiner show pictures of the Score Board Trailer built by Township Employees Keith Knappenberger and Brian Breiner from loose items found at the Transfer station.

Supervisor Cross mentioned that we discussed putting in electric dryers in the bathrooms. Chairman Reiner stated that the initial problem with the towels being discarded on the floors seems to have diminished and we will pursue if need be.

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 Cross, Second by Supervisor Reiner to **APPROVE** purchase of 2015 Club Car Precedent Golf Cart for Bear Creek Custom Carts, 255 Behrens Road at cost of \$4,800.00.

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

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 Meckes, Second by Supervisor Cross to **APPROVE** amended invoice of 4 Bleachers for Park & Rec Baseball Fields at the total price of \$5,578.00.

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

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 Reiner, Second by Supervisor Cross to **PURCHASE** Sand and Net for Volley Ball Court at Park, not to exceed amount of \$5,000.00.

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

Supervisor Knappenberger expressed her concern that the sand-lot would be a litter box for critters.

5) PARKING LOT PAVING AT PARK

Chairman Reiner discussed the paving of the parking lot at the park due to high dust volume and complaints from residents. The lot and walkway will be paved. BIA will advertise the bid for paving.

MOTION made by Supervisor Reiner, Second by Supervisor Meckes to allow BIA Engineer to advertise for Park Lot Paving Project out for bid.

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

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— 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.

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

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

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

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

2) BURKHARDT REVERSE SUBDIVISION— 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.

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

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

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

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

3) Zoning Officer--- Kathryn Forry submitted Zoning Report for JUNE 2018

Kathryn Forry stated it has been very busy.

J. PUBLIC COMMENTS – (3 Minute Limit)

Marcus Laurence- Dropped off copies of the proposed changes to the Zoning Ordinance for the Planning Commission Members to have a copy for the scheduled PC meeting July 23rd.

Judy Salovay- She wanted to know what the payoff amount to Cynthia Henning? Chairman Reiner stated the amount was \$105,000.00.

Kurt Thalheiner- Mentioned to the Board that he recommends having a new key made for the New Golf Cart because the Kawasaki Engine has a universal key. Board acknowledged that was a very good idea.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:45 P.M.

MOTION to adjourn meeting by Supervisor Reiner, Second by Supervisor Meckes

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

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