

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

August 6, 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
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

A. EXECUTIVE SESSION: To be held at 6:30 p.m. to discuss personnel and legal matters.

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

C. MEETING MINUTES:

(1) REGULAR BOS MEETING ON JULY 2nd, 2018

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from July 2nd, 2018.

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

(2) SPECIAL MEETING MINUTES JUNE 26TH, 2018- ZONING ORDINANCE

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the Special Meeting Minutes from June 26th, 2018.

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

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) RATIFY THE MOTION TO APPROVE PFT FIRE COMPANY SERVICES

Letter received July 25th from Lower Towamensing Township Supervisors requesting PFT Fire Co #1 & #2 to provide Fire Police services at the Carbon County Fair to be held on August 6th -11th on Little Gap Road in Palmerton. Prior approval granted upon the authorization from Attorney Tom Nanovic.

MOTION made by Supervisor _____, Second by Supervisor _____ to ratify the motion to _____ PFT Fire Co. #1 & #2 to provide Fire Police Services at the Carbon County Fair on August 6th-11th.

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

2) REQUEST FOR DONATION - JIM THORPE AREA SPORTS HALL OF FAME

Contribution requested from the Jim Thorpe Area Sports Hall of Fame for their project to construct an eight foot bronze statue of Jim Thorpe with a six foot granite pedestal.

MOTION made by Supervisor _____, Second by Supervisor _____ to donate _____ to Jim Thorpe Area Sports Hall of Fame for their Jim Thorpe Statue Project.

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

3) REQUEST FROM GLENN KELLER - APPROVAL TO PURCHASE LOT

Approval needed for Michael Kaczenski to purchase lot 22A-51-B942 (Towamensing Trails) at "Repository for Unsold Properties"

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Mr. Michael J. Kaczenski to purchase lot 22A-51-B942 for \$704.00 at Repository for Unsold Properties.

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

4) PROCLAMATION FROM JIM THORPE BOROUGH (NO MOTION REQUIRED)

Proclamation received from Jim Thorpe Borough to support the efforts of Penn Forest Township Board of Supervisors acknowledging consideration of citizens concerns with placement of wind turbines in Penn Forest Township.

5) THANK YOU LETTER FROM ALBRIGHTSVILLE VOLUNTEER FIRE CO. (NO MOTION REQUIRED)

Albrightsville Volunteer Fire Co. would like to thank the BOS for the generous sponsorship for the 2018 Annual Horse show.

6) PENN EAST/UGI PIPELINE PROJECT JUNE REPORT (NO MOTION REQUIRED)

7) RENEWAL APPLICATION TO DEP FROM H&K GROUP FOR (NPDES) –(NO MOTION REQUIRED)

Notification received for renewal of a National Pollution Discharge Elimination System Permit for Jamico Materials. Their application seeks to renew the existing NPDES Permit for an additional five-year period.

E. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 07/31/2018)

Township General Fund:	\$ 4,635,052.45	State Liquid Fuels Fund:	\$ 405,083.65
Capital Reserve Fund:	\$ 75,327.14	Sanitation Fund:	\$ 500,415.57
Septic Fund:	\$ 216,513.77	Park/Recreation:	\$ 632,138.23
SALDO	\$ 9,209.53	Payroll:	\$ 14,237.98
Debit Card Account	\$ 4,545.41		
TOTAL:			\$ 6,492,523.73

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 07/31/2018)

Account Ending:	3394/ #5851 -	\$ 252,570.81 (6 month CD)
	3382/ #4619 -	\$ 252,634.30 (6 month CD)
	3383/ #4686 -	\$ 508,810.39 (1 yr CD)

TOTAL: \$1,014,015.50

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 07/31/2018)

Account Ending:	1495 -	\$ 103,208.19
	1710 -	\$ 104,819.11
	0064 -	\$ 101,886.36

TOTAL: \$ 309,913.66

TOTAL FUNDS ON DEPOSIT: \$ 7,816,452.89

1) MOTION made by Supervisor_____, Second by Supervisor_____ to accept Treasurer’s Report for JULY 2018 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR JULY 2018

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

ROLL CALL: JK___; SL___; RM ___; TC___; WR___ MOTION_____

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

1) ROADMASTER REPORT FOR JULY 2018

2) PURCHASE/REPLACE SALT SPREADER FOR WINTER SEASON

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ purchase of Salt Spreader for winter season.

ROLL CALL: JK___; SL___; RM ___; TC___; WR___ MOTION_____

3) PIERCE BROADBAND LEASE AGREEMENT- DISCUSSION

ROGER MECKES, VICE CHAIRMAN

MEMORANDUM OF UNDERSTANDING BETWEEN PENN FOREST TOWNSHIP AND TEAMSTER LOCAL 773 – UPDATES TO UNION CONTRACT

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Memorandum of Understanding to the Union Contract between PFT and Teamster Local Union #773; Article #7— Hours of Work is stricken and replaced with office employees (40) hours M-F 8:00am-4:00pm. & Road Crew (40) hours M-F 7:00-3:00pm No Lunch break for both.

ROLL CALL: JK___; SL___; RM ___; TC___; WR___ MOTION_____

G. PFT PARK AND RECREATION

1) PENN FOREST TOWNSHIP PARK – PARKING LOT PAVING

Discussion regarding concerns from Attorney Nanovic related to the Terms and Conditions from BIA. See attached breakdown of charges from BIA.

H. REPORTS:

WARREN REINER, CHAIRMAN

TRANSFER STATION -

1) **BULK AMOUNT for JULY 2018---\$ 1,572.00 Year to Date Total: \$ 7,128.00**

2016-2017 Residential Permits	(4)	\$ 400.00
2017-2018 Residential Permits	(11)	\$ 1,080.00
2018-2019 Commercial Permits	(1)	\$ 175.00
2018-2019 Residential Permits	(376)	\$ 18,483.28
2018-2019 Pro-Rated Permits	(5)	\$ 242.04
TOTAL DEPOSITS		\$ 20,380.32

TOTAL DEPOSITS \$ 21,952.32

2) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR JULY 2018

Administrative & Financial Requests: (See Attached Lists)

Submitted: 34 / Responded: 34 / Total Hours: 17.75 hrs

Zoning & Septic Requests: Submitted: 15 / Responded: 15

I. ZONING DEPARTMENT

1) Zoning Officer--- Kathryn Forry submitted Zoning Report for JULY 2018

2) VANWART REVERSE SUBDIVISION—Conditional Preliminary/Final Approval

Mr. John H. Vanwart, Jr., has submitted a plan, which proposes the combination of two existing lots (lots 1681 and 1682) into one lot (lot 1681-A) within the Towamensing Trails subdivision, Section 3 and has requested the following waivers from SALDO; Section 331- (provide plans at a scale of 1 inch equals 30 feet), Section 333.15 – (contour lines at vertical intervals on not more than 2 feet), Section 333.31 – (tree

location of all trees over 8 inches in diameter). Planning Commission recommends to the Township Board of Supervisors to grant the requested waivers and approve the plan, conditioned on satisfying any and all remaining items in the Barry Isett & Associates review letter dated July 6, 2018.

a) MOTION made by Supervisor _____, Second by Supervisor _____ to grant the waivers for **SALDO Sections 331, 333.15, and 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) MAZZELLA ENTERPRISES LAND DEVELOPMENT—Conditional Preliminary/Final Approval

Mazzella Enterprises proposes to construct a new garage/storage building, and additional parking for an existing commercial business located along State Route 903 and have requested waivers from SALDO; Sections 134, 310, and 320 (to allow for a combined preliminary and final plan application), Section 316.113 (provide a traffic impact study). Planning Commission recommends to the Board of Supervisors to grant the requested waivers and approve the plan, conditioned on satisfying any and all remaining items in the Barry Isett & Associates review letter dated July 20, 2018.

a) MOTION made by Supervisor _____, Second by Supervisor _____ to grant the waivers for **SALDO Sections 134, 310, 320, and 316.113** 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**_____

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, September 4th at 7:00 p.m.***
- 2) The Park and Recreation will hold their monthly meeting on Monday, August 20th at 6:30 p.m. at the Township Building.***
- 3) The Planning Commission will hold a Workshop Monday, August 20 at 6:30 p.m. at the Township Building to discuss Zoning Amendments; their monthly meeting will be Monday, August 27th at 6:00 p.m. (If needed).***

DANA VITALE
TOWNSHIP SECRETARY

WARREN R. REINER
CHAIRMAN, BOARD OF SUPERVISORS