

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

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: Was held from 6:30-7:00 p.m. to discuss personnel and legal matters.

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

C. MEETING MINUTES:

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

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

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

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

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

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

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

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

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 Reiner, Second by Supervisor Lignore to donate **\$100.00** to Jim Thorpe Area Sports Hall of Fame for their Jim Thorpe Statue Project.

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

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 Reiner, Second by Supervisor Meckes to **approve** Mr. Michael J. Kaczenski to purchase lot 22A-51-B942 for \$704.00 at Repository for Unsold Properties.

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

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 Reiner, Second by Supervisor Lignore to accept Treasurer’s Report for JULY 2018 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR JULY 2018

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

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

1) ROADMASTER REPORT FOR JULY 2018

Chairman Reiner stated that the paving project on Weiler Road started today 8/16/18.

2) PURCHASE/REPLACE SALT SPREADER FOR WINTER SEASON

Chairman Reiner stated that the township salt spreader is broken and the repair would cost just about the same as buying a new one. The cost would come out of liquid fuels and he will get some prices on a new salt spreader.

3) PIERCE BROADBAND LEASE AGREEMENT- DISCUSSION

Attorney Nanovic stated we are very close to a lease agreement. The supervisors would need to decide on a location for the tower. Chairman Reiner asked a question for Mr. Fincham where the site would be, the location to the back of the parking lot of the municipal building. Tim Fincham a representative for Pierce Broadband showed Chairman where on the site map. He also answered resident question what is the tower going to be used for? Mr. Fincham stated the tower is for financial industry from Chicago to New York. The tower will be 440 feet in height. Supervisor Lignore stated they are leasing PFT property and hopefully a cell service company can link to it and provide better service for the residents. Mr. Fincham also stated that wetlands are not an issue in that area.

ROGER MECKES, VICE CHAIRMAN

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

MOTION made by Supervisor Reiner, Second by Supervisor Lignore to **approve** 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- No; SL- Yes; RM- Yes; TC- No; WR- Yes **MOTION PASSED**

Supervisor Meckes stated employees of PFT Municipal Office would like to change their hours from 8-4 instead of 8-4:30 without lunch. The office is closed at 4:00pm. Chairman Reiner stated the road crew in the winter has to go back to the Transfer Station to punch out for lunch which creates issues in the winter when roads have to be plowed.

Supervisor Knappenberger stated why don't you just make the road crew the same hours as the office 8 am-4 pm. Chairman Reiner stated he needs the road crew to come in earlier and would like to keep their hours 7am-3 pm.

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.

Chairman Reiner stated that changes had to be made to the charges and Terms which BIA adjusted on proposal.

MOTION made by Supervisor Reiner, Second by Supervisor Knappenberger to authorize BIA to advertise and put out on bid the parking lot paving project at the park.

ROLL CALL: JK- Yes; SL-Yes; RM- Yes; TC-No; WR-Yes **MOTION PASSED**

Chairman Reiner stated the Volley Ball Court at the park is coming along had a delay due to wet weather. Should have the frame completed tomorrow 8/7/18.

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 Reiner, Second by Supervisor Lignore to grant the waivers for **SALDO Sections 331, 333.15, and 333.31** as recommended by PC.

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

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

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

3) **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 Reiner, Second by Supervisor Meckes to grant the waivers for **SALDO Sections 134, 310, 320, and 316.113** as recommended by PC.

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

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

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

J. PUBLIC COMMENTS – (3 Minute Limit)

Greta Martocci – Penn Kidder Library- I would like to bring to the Boards attention in The Times News there is an article “ A disastrous business move for library” the consequences are going to be great if we merge with Dimmick Library. We are doing fine we don’t need to merge. She asked the board to read the article.

Michael Mele – Mele Brothers we own 700 acre in PFT off of 903 and Maury Road. We have been wanting to develop the property. We are asking for some assistance in finding a developer. Any help and ideas from the Township. If you could refer developers to us? Chairman Reiner stated for the Mele Brothers to contact Zoning Officer for guidance.

Marcus Laurence- The ZHB meeting was very productive. Do we have a date of the second round of amendments to be released? Attorney Nanovic stated I just received them today. I have not had a chance to review and make changes. They should be available for the 8//20/18 PC Workshop. Charlie Schmehl said we should have it done.

Alan Ingrasia- I have a concern about the Microwave towers. Do we have the size and location? Chairman Reiner stated it still has to go to Planning. Mr. Ingrasia- I have concern about what the health effects.

Shadow Aplhonse- Transfer Station Late Fee- She had a question as to why the transfer station late fee was so high? Chairman Reiner stated that is has always been the same and the invoices are sent out 2 months prior to due date which give ample time to submit payment.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:55 P.M.

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

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 Tuesday, 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