

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

September 4, 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 matters.

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

C. MEETING MINUTES:

(1) REGULAR BOS MEETING ON AUGUST 6, 2018

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from AUGUST 6, 2018.

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

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) THANK YOU LETTER FROM JIM THORPE ROTARY

Jim Thorpe Rotary would like to express sincerest thanks for the support of the Jim Thorpe Rotary Summer Recreation Program held at Memorial Park June 18 to August 10, 2018

2) THANK YOU CARD FROM JIM THORPE SPORTS HALL OF FAME

Jim Thorpe Sports Hall of Fame would like to thank the BOS for the contribution toward the Bronze Statue.

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 08/31/2018)

Township General Fund:	\$ 4,837,526.45	State Liquid Fuels Fund:	\$ 405,143.86
Capital Reserve Fund:	\$ 75,391.12	Sanitation Fund:	\$ 466,999.40
Septic Fund:	\$ 217,860.77	Park/Recreation:	\$ 531,406.39
SALDO	\$ 9,209.53	Payroll:	\$ 16,713.11
Debit Card Account	\$ 4,549.27		
TOTAL:			\$ 6,564,799.90

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 08/31/2018)

Account Ending:	3394/ #5851 -	\$ 252,699.52 (6 month CD)
	3382/ #4619 -	\$ 252,763.04 (6 month CD)
	3383/ #4686 -	\$ 509,242.53 (1 yr CD)

TOTAL: \$1,014,705.09

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 08/31/2018)

Account Ending:	1495 -	\$ 103,250.60
	1710 -	\$ 104,819.11
	0064 -	\$ 101,886.36

TOTAL: \$ 309,956.07

TOTAL FUNDS ON DEPOSIT: \$ 7,889,461.06

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

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

2) PAYMENT OF THE BILLS FOR AUGUST 2018

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

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

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

(1) ROADMASTER REPORT FOR AUGUST 2018

(2) DRAFT OF THE 2017 AUDIT FROM KIRK, SUMMA, LLC

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the draft copy of the 2017 Audit for the Board to review and sign.

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

(3) SET UP 2019 BUDGET MEETING DATES FOR OCTOBER

October _____; _____; _____; _____

(4) PURCHASE/REPLACE SALT SPREADER FOR WINTER SEASON

Quotes received from Powell's Sales and Services, Scott Township, for Salt Dogg Spreader which can be charged to Liquid Fuels.

Salt Dogg Electric Drive Poly Hopper Spreader 3 yard Capacity: \$6,297.00
Pro2500 Salt Dogg Spreader (no lids on this model): 5,730.00

MOTION made by Supervisor _____, Second by Supervisor _____ to purchase _____ Salt Spreader at the cost of \$_____ for winter season.

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

5) PENN FOREST TOWNSHIP - TRAFFIC SIGNAL WARRANT INVESTIGATION

Proposal submitted for Engineering Services for Traffic Signal warrant investigation to determine if signalization of the intersection of State Route 903 & Old Stage Road is appropriate. Fees for services would be in the lump sum of \$2,900.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ proposal from Barry Isett & Associates to perform Traffic Signal Investigation at the cost of \$_____.

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

6) 2018 LINE PAINTING PROJECT

Advertise to bidders for Line Painting on Township Roads with the exception of Weiler Road.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the advertising for line painting on Township roads.

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

7) DISCUSSION: GLENN KELLER BUILDING PERMITS REIMBURSEMENT

Mr. Keller submitted a refund request for Building Permits on properties not constructed.

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

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

8) DISCUSSION: FIGUEROA FIRE DAMAGED PROPERTY

9) DISCUSSION: GARBAGE PERMIT PROCEDURE FOR EXCEMPT DEVELOPMENTS

Residents from exempt developments request to purchase garbage permit.

10) DISCUSSION: REIMBURSE PFT FIRE CO #1 & #2 FEES

Reimburse Fire Co. #1 & #2 for Zoning and UCC Admin Fees related to their projects.
Reimburse Fire Co. #1 for 8 ZHB Wind Ordinance Meetings held at the Fire House.

<u>PFT Fire Co. #1:</u>	\$165.00 Zoning, \$120.00 UCC Admin =	<u>\$285.00</u>
ZHB Meetings:	\$100.00 per meeting (8)	<u>800.00</u>
		<u>\$1,085.00</u>

<u>PFT Fire Co. #2:</u>	\$205.00 Zoning, \$107.00 UCC Admin=	<u>\$312.00</u>
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MOTION made by Supervisor _____, Second by Supervisor _____ to _____

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

11) LETTER RECEIVED FROM RESIDENT TO WAIVE GARBAGE LATE FEES

Letter received from Mykola and Lilya Deshchenko requesting the BOS waives the outstanding late fees on their account. Balance of \$525.00 owed.

MOTION made by Supervisor _____, Second by Supervisor _____ to

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

12) PIERCE BROADBAND LEASE AGREEMENT

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Ground Lease Agreement with Pierce Broadband, LLC.

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

G. PFT PARK AND RECREATION

RESOLUTION NO. 7 OF 2018 ---- LSA MONROE COUNTY GRANT FOR PFT RECREATIONAL PARK PLAYGROUND

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Resolution No. 7 of 2018; BIA to submit a Grant application to DCED Local Share Account – Monroe County Grant in the amount of \$393,778.00 to expand existing playground and equipment for Park.

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

PROPOSAL RECEIVED FROM WB ELECTRIC- PARK HAND DRYERS

Quote received from WB Electric for PFT Park Concession Stand Hand Dryers (2) Units:

- Dyson Air blade \$3,237.60
- Xlerator \$1,440.40
- World Dryer Model A \$1,135.20
- World Dryer Airforce \$991.20
- Base price of labor and material \$776.00

MOTION made by Supervisor _____, Second by Supervisor _____ to purchase _____ Hand Dryer for Park Restrooms at the cost of \$_____.

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

PROPOSAL RECEIVED FROM WB ELECTRIC- PARK RESTROOM LOCKS

Quote received from WB Electric for PFT Park Restroom Programmable Lock Sets (2):

- (2) Trilogy T2 DL2800 Timed Access programmable lock set with Schlage SC1 Keys
Furnish, install and program: Total Contract \$1,980.00

MOTION made by Supervisor _____, Second by Supervisor _____ to purchase _____
Lock Set for Park Restrooms at the cost of \$_____.

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

H. REPORTS:

WARREN REINER, CHAIRMAN

TRANSFER STATION -

- 1) **BULK AMOUNT for AUGUST 2018---\$ 826.00 Year to Date Total: \$ 7,954.00**

2016-2017 Residential Permits	(5)	\$	425.00
2017-2018 Residential Permits	(4)	\$	400.00
2018-2019 Commercial Permits	(0)	\$.00
2018-2019 Residential Permits	(60)	\$	2,716.67
2018-2019 Pro-Rated Permits	(4)	\$	175.34
TOTAL DEPOSITS		\$	3,717.01

TOTAL DEPOSITS \$ 4,543.01

2) **ADMINISTRATIVE REPORTS**

A) **RIGHT-TO-KNOW REQUESTS FOR AUGUST 2018**

Administrative & Financial Requests: (See Attached Lists)

Submitted: 38 / Responded: 38 / Total Hours: 19 hrs

Zoning & Septic Requests: Submitted: 28 / Responded: 28

I. ZONING DEPARTMENT

1) **Zoning Officer**--- Kathryn Forry submitted Zoning Report for AUGUST 2018

2) LOUDERBACK REVERSE SUBDIVISION— Preliminary/Final Approval

Mr. Daniel and Ms. Lisa Louderback propose the combination of two existing lots (lots 1154 and 1155) into one lot (lot 1154A) within the Towamensing Trails, Section III, subdivision and have requested the following waivers from SALDO; Section 331- (provide plans at a scale of 1 inch equals 30 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.

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to grant the waivers for **SALDO Sections 331, 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**_____

3) Penn Forest Township Planning Commission Workshop Minutes, August 20, 2018

A workshop meeting of the Penn Forest Township Planning Commission was held on Monday August 20, 2018 at the Township Municipal Building on Route 903. The purpose of the workshop was to review the amendment to replace existing regulations for Wind Turbines; other than turbines allowed as an accessory use. The Planning Commission recommends to the Township Board of Supervisors to accept these minutes into the Township record as their recommendations regarding the Ordinance amendment.

MOTION made by Supervisor _____, Second by Supervisor _____ to accept the Planning Commission Workshop Meeting Minutes from August 20, 2018.

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, October 1st at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Monday, September 17th at 6:30 p.m. at the Township Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, September 24th at 6:30 p.m. (If needed).*
- 4) *The Township Municipal Office will be closed on Monday, October 8th for Columbus Day*
- 5) *The Transfer Station will be open on Monday, October 8th*

DANA VITALE
TOWNSHIP SECRETARY

WARREN R. REINER
CHAIRMAN, BOARD OF SUPERVISORS