

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

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 at 7:00 pm; Roll Call by Township Secretary.

<b>Members:</b>	<b>Warren Reiner, Chairman Roger Meckes, Vice-Chairman Judith Knappenberger, Supervisor- Absent Scott Lignore, Supervisor Tom Cross, Supervisor</b>
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<b>Office Staff:</b>	<b>Dana Vitale, Secretary</b>
<b>Solicitor:</b>	<b>Thomas S. Nanovic</b>

**A. EXECUTIVE SESSION:** Was held from 6:30-7:00 p.m. to discuss Real Estate & Personnel Matters.

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**B. PUBLIC COMMENTS AGENDA ITEMS ONLY - (3 Minute Limit) NONE**

**C. MEETING MINUTES:**

**(1) REGULAR BOS MEETING ON AUGUST 6, 2018**

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

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

**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		
<b>TOTAL:</b>			<b>\$ 6,564,799.90</b>

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

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

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

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

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

**F. NEW BUSINESS:**

**WARREN REINER, CHAIRMAN**

**(1) ROADMASTER REPORT FOR AUGUST 2018**

Weiler Road is completed; John Davis from the State was here and approved the completion.

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

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to approve the draft copy of the 2017 Audit for the Board to review and sign.

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

**(3) SET UP 2019 BUDGET MEETING DATES FOR OCTOBER**

October 3rd; 10th; 17th; 24th

**(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 Reiner, Second by Supervisor Lignore to purchase Salt Dogg Electric Drive Poly Hopper Salt Spreader at the cost of **\$ 6,297.00** for winter season.

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

**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 Reiner, Second by Supervisor Meckes to **accept** proposal from Barry Isett & Associates to perform Traffic Signal Investigation at the cost of **\$ 2,900.00**.

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

Bill Miller- PFT Planning Commission Chairman raised a question: Will the Township be responsible for the light once it is installed? Chairman Reiner stated that most likely the township would be responsible but it should not cost a lot to maintain.

**6) 2018 LINE PAINTING PROJECT**

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

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross to approve the advertising for line painting on Township roads.

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

**7) DISCUSSION: GLENN KELLER BUILDING PERMITS REIMBURSMENT**

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

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to have Kathryn Forry, Building Inspector and Dana Vitale, Township Secretary to investigate these properties and what fees have incurred.

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

**8) DISCUSSION: FIGUEROA FIRE DAMAGED PROPERTY**

Tabled at this time.

**9) DISCUSSION: GARBAGE PERMIT PROCEDURE FOR EXEMPT DEVELOPMENTS**

Residents from exempt developments request to purchase garbage permit.

BOS voted to allow exempt developments to purchase garbage permit from the township.

**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.

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

<b><u>PFT Fire Co. #2:</u></b>	\$205.00 Zoning, \$107.00 UCC Admin=	<b><u>\$312.00</u></b>
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**MOTION** made by Supervisor Reiner, Second by Supervisor Cross to reimburse PFT Fire Co. #1 **\$1,085.00** and PFT Fire Co. #2 **\$312.00** for permit fees related to their projects.

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

**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 Cross, Second by Supervisor Meckes to **NOT** waive the late fees for this resident.

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

**12) PIERCE BROADBAND LEASE AGREEMENT**

**MOTION** made by Supervisor Lignore, Second by Supervisor Reiner to **approve** the Ground Lease Agreement with Pierce Broadband, LLC, with the exception of confirming the title is marketable and inclusion of a provision for a 25%/75% split of co-location share.

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

**G. PFT PARK AND RECREATION**

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

**MOTION** made by Supervisor Reiner, Second by Supervisor Meckes to **Adopt** 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-Absent; SL- Yes; RM- Yes; TC- Yes; WR- Yes **MOTION PASSED**

**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 Cross, Second by Supervisor Meckes to purchase **Xlerator** Hand Dryer for Park Restrooms at the cost of **\$2,216.40**.

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

**PROPOSAL RECEIVED FROM WB ELECTRIC- PARK RESTROOM LOCKS**

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

**NO MOTION - BOS TABLED**

**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
<b>TOTAL DEPOSITS</b>		<b>\$</b>	<b>3,717.01</b>

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

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

## **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 Reiner, Second by Supervisor Lignore to accept the Planning Commission Workshop Meeting Minutes from August 20, 2018.

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

## **J. PUBLIC COMMENTS – (3 Minute Limit)**

**NONE**

**MOTION** made by Supervisor Lignore, Second by Supervisor Reiner to hire Acoustics Consultant E. Carr Everbach, Professor of Engineering, Swarthmore College.

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

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:03 P.M.**

**MOTION** to adjourn meeting by Supervisor Reiner, Second by Supervisor Lignore

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

**REMINDERS:**

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

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**DANA VITALE**  
**TOWNSHIP SECRETARY**

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**WARREN R. REINER**  
**CHAIRMAN, BOARD OF SUPERVISORS**