

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

October 1, 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

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

**A. EXECUTIVE SESSION:**

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

**C. MEETING MINUTES:**

**(1) REGULAR BOS MEETING ON SEPTEMBER 4, 2018**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from SEPTEMBER 4, 2018.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; RM \_\_\_\_; TC\_\_\_\_; WR\_\_\_\_ **MOTION**\_\_\_\_\_

**(2) SPECIAL MEETING ON SEPTEMBER 17, 2018**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the Special Meeting Minutes from September 17, 2018.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; RM \_\_\_\_; TC\_\_\_\_; WR\_\_\_\_ **MOTION** \_\_\_\_\_

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) JIM THORPE LIONS CLUB 24<sup>th</sup> ANNUAL HALLOWEEN PARADE**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to allow Penn Forest Township Fire Police #1 & #2 to provide traffic control for the Saturday, October 27<sup>th</sup> Halloween Parade beginning at 1:00 p.m.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; RM \_\_\_\_; TC\_\_\_\_; WR\_\_\_\_ **MOTION** \_\_\_\_\_

**2) JIM THORPE NEIGHBORHOOD BANK POOLED INVESTMENTS (NO MOTION REQUIRED)**

**3) LEHIGHTON AMBULANCE ASSOCIATION DONATION( NO MOTION REQUIRED)**

Letter received from Lehighon Ambulance requesting consideration for donation in the 2019 budget.

**4) LEHIGHTON AMBULANCE ASSOCIATION PURCHASE ITEMS**

Letter received from Lehighon Ambulance for a capital investment to help offset the cost of the new Ford F-450 Ambulance and Stryker Power Litters.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; RM \_\_\_\_; TC\_\_\_\_; WR\_\_\_\_ **MOTION** \_\_\_\_\_

**5) LETTER RECEIVED REGARDING THE DISSOLUTION OF THE FRIENDS OF PKLC( NO MOTION REQUIRED)**

**E. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 09/28/2018)**

Township General Fund: \$ 4,937,951.07      State Liquid Fuels Fund: \$ 404,840.88

Capital Reserve Fund:	\$ 45,439.11	Sanitation Fund:	\$ 436,361.47
Septic Fund:	\$ 215,730.77	Park/Recreation:	\$ 515,287.56
SALDO	\$ 9,209.53	Payroll:	\$ 14,085.15
Debit Card Account	\$ 4,411.56		
<b>TOTAL:</b>			<b>\$ 6,583,317.10</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 09/28/2018)**

Account Ending:	3394/ #5851 -	\$ 252,828.29 (6 month CD)
	3382/ #4619 -	\$ 252,891.85 (6 month CD)
	3383/ #4686 -	\$ 509,675.04 (1 yr CD)
<b>TOTAL:</b>		<b>\$1,015,395.18</b>

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 09/28/2018)**

Account Ending:	1495 -	\$ 103,250.60
	1710 -	\$ 104,862.19
	0064 -	\$ 101,886.36
<b>TOTAL:</b>		<b>\$ 309,999.15</b>

**TOTAL FUNDS ON DEPOSIT: \$ 7,908,711.43**

1) **MOTION** made by Supervisor\_\_\_\_\_, Second by Supervisor\_\_\_\_\_ to accept Treasurer’s Report for SEPTEMBER 2018 (Subject to Audit).

ROLL CALL: JK\_\_\_\_; SL\_\_\_\_; RM\_\_\_\_; TC\_\_\_\_; WR\_\_\_\_ **MOTION**\_\_\_\_\_

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

**MOTION** made by Supervisor\_\_\_\_\_, Second by Supervisor\_\_\_\_\_ to pay the bills for SEPTEMBER 2018.

ROLL CALL: JK\_\_\_\_; SL\_\_\_\_; RM\_\_\_\_; TC\_\_\_\_; WR\_\_\_\_ **MOTION**\_\_\_\_\_

**F. NEW BUSINESS:**

**WARREN REINER, CHAIRMAN**

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

**(2) OPENING OF SEALED BIDS FOR LINE PAINTING SERVICES FOR 2018**

**MOTION** made by Supervisor\_\_\_\_\_, Second by Supervisor\_\_\_\_\_ to \_\_\_\_\_ the bid from \_\_\_\_\_ for 2018 LINE PAINTING on Township Roads at a cost of \$\_\_\_\_\_.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; RM\_\_\_\_; TC\_\_\_\_; WR\_\_\_\_ **MOTION**\_\_\_\_\_

**(3) VOLUNTEER FIRE RELIEF PROGRAM—Allocation of Funds Received \$60,842.82**

**MOTION** made by Supervisor\_\_\_\_\_ Second by Supervisor\_\_\_\_\_ to distribute the funds to PFT Volunteer Fire **Co. #1--\$30,421.41** and PFT Volunteer Fire **Co. #2--\$30,421.41**

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; RM\_\_\_\_; TC\_\_\_\_; WR\_\_\_\_ **MOTION**\_\_\_\_\_

**(4) DISCUSSION: GLENN KELLER FOLLOW-UP- PERMIT REFUND REQUEST**

**(5) NEW EMPLOYEE – ADVERTISE TO HIRE FULL-TIME LABORER**

**MOTION** made by Supervisor\_\_\_\_\_, Second by Supervisor\_\_\_\_\_ to advertise to hire full-time laborer. Wage \$14.49/hour.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; RM\_\_\_\_; TC\_\_\_\_; WR\_\_\_\_ **MOTION**\_\_\_\_\_

**G. PFT PARK AND RECREATION**

**H. REPORTS:**

**WARREN REINER, CHAIRMAN**

**TRANSFER STATION -**

**1) BULK AMOUNT for SEPTEMBER 2018---\$ 993.00 Year to Date Total: \$ 8,947.00**

2016-2017 Residential Permits	(2)	\$	175.00
2017-2018 Residential Permits	(1)	\$	100.00
2018-2019 Commercial Permits	(0)	\$	.00
2018-2019 Residential Permits	(62)	\$	3,055.06
2018-2019 Pro-Rated Permits	(2)	\$	79.72
<b>TOTAL DEPOSITS</b>		<b>\$</b>	<b>3,409.78</b>

TOTAL DEPOSITS

\$ 4,402.78

2) **ADMINISTRATIVE REPORTS**

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

**Administrative & Financial Requests: (See Attached Lists)**

Submitted: 29 / Responded: 29 / Total Hours: 16.75 hrs.

**Zoning & Septic Requests: Submitted: 19 / Responded: 19**

I. **ZONING DEPARTMENT**

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

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, November 5<sup>th</sup> at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Monday, October 15<sup>th</sup> at 6:30 p.m. at the Township Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, October 22<sup>nd</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>*
- 6) *A Special Meeting will be held on Thursday, October 4<sup>th</sup> at 3:00 p.m. to open sealed bids for Winter Snow Plowing.*
- 7) *Budget meetings will be held on October, 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, & 24<sup>th</sup> at 3:00 p.m. at the Township Building.*

\_\_\_\_\_  
DANA VITALE  
TOWNSHIP SECRETARY

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WARREN R. REINER  
CHAIRMAN, BOARD OF SUPERVISORS