

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

November 5, 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 p.m. Roll Call by Township Secretary.

Members:	Warren Reiner, Chairman Roger Meckes, Vice-Chairman Judith Knappenberger, Supervisor (by phone) Scott Lignore, Supervisor-Absent Tom Cross, Supervisor
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

A. EXECUTIVE SESSION: None

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

C. MEETING MINUTES:

(1) REGULAR BOS MEETING ON OCTOBER 1, 2018

MOTION made by Supervisor Reiner, Second by Supervisor Meckes to approve the BOS Meeting Minutes from OCTOBER 1, 2018.

ROLL CALL: JK-abstain; SL-absent; RM-Yes; TC-Yes; WR- Yes **MOTION Passed**

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) LEHIGHTON AMBULANCE ASSOCIATION THANK YOU LETTER (NO MOTION)

Lehighton Ambulance sent a thank you letter to the BOS for the generous donation of \$1,000.00.

2) CORRESPONDENCE FROM JIM THORPE NEIGHBORHOOD BANK- POOLED INVESTMENTS (NO MOTION)

3) INVITATION RECEIVED FROM WILLIAM PENN FOUNDATION- STAYING A HEAD OF STORMWATER (NO MOTION)

4) INVITATION RECEIVED FROM ROTARY OF JIM THORPE- (NO MOTION)

Rotary of Jim Thorpe is inviting PFT Supervisors to a special recognition luncheon at Jim Thorpe Subway, as a guest of Jim Thorpe Rotary at 12:00 noon on Tuesday, November 13th. Rotary is recognizing those organizations who contributed to our successful Summer Recreation Program.

5) PUBLIC NOTICE FROM EDGE CONSULTING ENGINEERS- NEW TOWER (NO MOTION)

The notice is to serve as an opportunity for members of the public to comment on the proposed telecommunications project with regards to potential effects on historic properties that may be located within 1.5 miles of the proposed site.

6) ENVIRONMENTAL SITE ASSESSMENT- CELL TOWER- TWSP PROPERTY

Township Secretary completed Environmental Site Assessment with the advice from Township Solicitor.

MOTION made by Supervisor Reiner; Second by Supervisor Cross to submit Environmental Site Assessment to Edge Consulting Engineers, Inc.

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

7) TOM WHITELEY, PFT FIRE CO. #1- REQUEST- CONTINUE ROLLING TRUCK FUND & CORRESPONDENCE RECEIVED FROM PFT FIRE CO. #2 TO CONTINUE WITH ROLLING TRUCK FUND

Tom Whitley presented in person to the Board of Supervisors to continue if possible, with the Rolling Truck Fund.

MOTION made by Supervisor Cross; Second by Supervisor Reiner to contribute \$30,000 to the Rolling Truck Fund for a term of 5 years for both PFT Fire Co. #1 & PFT Fire Co. #2 providing the township has funds available at Budget time each year.

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

8) OCTOBER REPORT PENNEAST/UGI PIPELINE PROJECT- (NO MOTION)

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 10/31/2018)

Township General Fund:	\$ 4,885,109.12	State Liquid Fuels Fund:	\$ 256,267.44
Capital Reserve Fund:	\$ 45,483.49	Sanitation Fund:	\$ 410,902.15
Septic Fund:	\$ 218,635.93	Park/Recreation:	\$ 375,051.71
SALDO	\$ 9,209.53	Payroll:	\$ 10,354.89
Debit Card Account	\$ 4,415.87		
TOTAL:			\$ 6,215,430.13

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 10/31/2018)

Account Ending:	3394/ #5851 -	\$ 252,952.97 (6 month CD)
	3382/ #4619 -	\$ 253,016.56 (6 month CD)
	3383/ #4686 -	\$ 510,093.95 (1 yr CD)

TOTAL: \$1,016,063.48

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 10/31/2018)

Account Ending:	1495 -	\$ 103,250.60
	1710 -	\$ 104,862.19
	0064 -	\$ 101,886.36

TOTAL: \$ 309,999.15

TOTAL FUNDS ON DEPOSIT: \$ 7,541,492.76

- 1) **MOTION** made by Supervisor Reiner, Second by Supervisor Meckes to accept Treasurer's Report for OCTOBER 2018 (Subject to Audit).

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

- 2) **PAYMENT OF THE BILLS FOR OCTOBER 2018**

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

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

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

- (1) **ROADMASTER REPORT FOR OCTOBER 2018**

Linear markings are up for snow plowing, shoulders are cleared.

(2) PENN FOREST TOWNSHIP PROPOSED 2019 BUDGET

<u>General</u>	Revenue-	\$1,518,800.00
	Expenditures-	959,509.60
Est- 2019 Begin Balance		4,500,000.00
<u>Sanitation</u>	Revenue-	\$ 202,000.00
	Expenditures-	497,154.00
Est-2019 Begin Balance		350,000.00
<u>State Liquid Fuels</u>	Revenue-	\$ 288,188.30
	Expenditures-	438,700.00
Est- 2019 Begin Balance		238,000.00
<u>Park</u>	Revenue-	\$ 6,800.00
	Expenditures-	483,200.00
Est- 2019 Begin Balance		374,000.00
<u>Capital Reserve</u>	Revenue-	\$ 60,000.00
	Expenditures-	61,300.00
Est- 2019 Begin Balance		210,000.00

MOTION made by Supervisor Reiner, Second by Supervisor Cross, to advertise the 2019 Proposed Budget for November 8th.

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

3) DISCUSSION: GLENN KELLER PERMIT REIMBURSEMENT

Request was tabled at the 10/1/18 BOS Meeting. (see attached breakdown of charges)

MOTION made by Supervisor Meckes, Second by Supervisor Reiner to reimburse Glenn Keller \$2,648.27 for un-used Building Permits.

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

4) RATIFY THE MOTION TO OPEN NEW ACCOUNT- "RENTAL ACCOUNT"

Township Secretary submitted a request with Mauch Chunk Trust Company to open a new account for purposes of depositing rental payments from Pierce Broadband for leasing of PFT property. Municipal Accounts will be separate.

MOTION made by Supervisor Reiner, Second by Supervisor Meckes to ratify the motion to open new account for purposes of processing Rental Payments.

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

5) GOVERNMENT / MUNICIPAL / PUBLIC FUNDS BANKING RESOLUTION

Resolution No. 8 of 2018----MCT Banking Signatures for Rental Account.

MOTION made by Supervisor Reiner, Second by Supervisor Meckes to adopt Resolution No. 8 of 2018 for opening of "Rental Account" for rental payments.

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

6) DISCUSSION: SELLING PERSONAL PROPERTY OF THE TOWNSHIP

MOTION made by Supervisor Reiner, Second by Supervisor Meckes to advertise for Invitation to Bid on the selling of personal property of the township.

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

7) NEW EMPLOYEE

MOTION made by Supervisor Meckes, Second by Supervisor Reiner to hire Uwe Pohle as Full-time Laborer. Effective January, 2019. Wage \$14.95 /hour.

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

8) BELTZVILLE ENTERPRISES STORAGE UNITS PROJECT

Deanna Schmoyer, Project Manager for Beltzville Enterprises Storage Units submitted a letter requesting a release of a portion of the performance bond for the Beltzville Storage Land Development based on improvements that have been installed. Dan Wilusz, BIA Township Engineer reviewed and approved request.

MOTION made by Supervisor Reiner, Second by Supervisor Cross to release \$106,360.00 performance bond for the Beltzville Enterprises Storage Units.

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

9) SEPTIC REFUND REQUEST

Refund request submitted by SEO, Keith Valentine on behalf of Mark & Marion Dowski, 60 White Birch Drive (51A-51-G19LH) in Bear Creek Lake. A new septic system was anticipated, after evaluation was done repair is required. Application was submitted in the amount of \$1,400.00 and \$200.00 was spent. Refund of \$1,200.00 is requested.

MOTION made by Supervisor Reiner, Second by Supervisor Cross to reimburse Mark & Marion Dowski \$1,200.00 for Septic System Application.

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

10) REVISED DRAFT WIND TURBINE ZONING AMENDMENTS

Final draft of the zoning amendments addressing wind turbines. Approval to send to Carbon County Planning Commission and Penn Forest Township Planning Commission for 30 day review period.

MOTION made by Supervisor Reiner, Second by Supervisor Meckes to send final draft of the zoning amendments addressing wind turbines to Carbon County Planning Commission and Penn Forest Township Planning Commission.

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

11) TOWNSHIP ENGINEER APPLY FOR PENNDOT ARLE GRANT-TRAFFIC SIGNAL

Township Engineer Dan Wilusz suggests applying for PennDOT ARLE grant for traffic signal on Old Stage & State Route 903.

MOTION made by Supervisor Reiner, Second by Supervisor Meckes to permit Township Engineer to apply for PennDOT ARLE grant in June 2019.

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

G. PFT PARK AND RECREATION

Supervisor Reiner stated that the park had a problem with the septic system 3 times over the last month. He met with contractor to look and address the issue. They are going to have to break the floor to fix the drainage. Supervisor Reiner also stated that the parking lot has been paved and looks beautiful. New seed and grass was just installed and he had residents parking their vehicles on the new grass and ripping it up. There was also a problem with residents driving up to the concession stand so a new lock had to be installed.

H. REPORTS:

WARREN REINER, CHAIRMAN

TRANSFER STATION -

1) **BULK AMOUNT for OCTOBER 2018--\$ 960.00 Year to Date Total: \$ 9,907.00**

2016-2017 Residential Permits	(5)	\$	500.00
2017-2018 Residential Permits	(12)	\$	940.00
2018-2019 Commercial Permits	(1)	\$	175 .00
2018-2019 Residential Permits	(28)	\$	1,223.35
2018-2019 Pro-Rated Permits	(5)	\$	184.38
TOTAL DEPOSITS		\$	3,022.73

TOTAL DEPOSITS \$ 3,982.73

2) **ADMINISTRATIVE REPORTS**

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

Administrative & Financial Requests: (See Attached Lists)

Submitted: 29 / Responded: 29 / Total Hours: 17.75 hrs.

I. ZONING DEPARTMENT

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

Kathryn Forry stated slowing down a bit.

INDIAN MOUNTAIN LAKE CIVIC ASSOCIATION LAND DEVELOPMENT-

Conditional Preliminary/Final Approval

Indian Mountain Civic Association proposes the construction of a new 5,888 square-foot maintenance building, including storage buildings, parking and other associated improvements at the northeast corner of the intersection of Mountain Road and S.R. 534 have requested waivers from SALDO; Sections 230, and 250 (to allow for a combined preliminary and final plan application), Section 311 (to allow a plan scale of 1 in. = 30 ft.). 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 October 12, 2018.

a) MOTION made by Supervisor Reiner, Second by Supervisor Cross to grant the waivers for **SALDO Sections 230, 250 and 311** as recommended by the Planning Commission.

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

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

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

J. PUBLIC COMMENTS – (3 Minute Limit)

John Cihiy- When would the new revised draft zoning ordinance amendments be sent to the Carbon County Planning Commission? Solicitor Tom Nanovic responded, by the end of the week.

Tom Whiteley- Penn Forest Fire Co#1- presented/requested to the BOS if the “Rolling Truck Fund” could continue going forward. The BOS motioned and approved to continue with the Truck Fund if funds are available at budget review.

Joe Kukal- TT- Had a question as to where the new cell tower was going to be located on township property. Chairman Reiner stated it will be just off the side parking lot. Mr. Kukal also had a question about if we are going to have a dog park?? Chariman Reiner stated that it is being taken under advisement but have not made any decisions at this point.

Greta Martocci- Questioned the board has there been any consideration for a larger venue for the ZHB Meeting on December 13, 2018 at the township building. Solicitor Tom Nanovic suggested she contact the ZHB members.

Judy Salvoy- Will the final draft be available on the township website? Township Secretary stated that it could be and would take care of it. Ms. Zalvoy had a question regarding a new business that is coming through a "Tent Lodge" and wants to know if they have permits or if there is an Ordinance pertaining to this type of business. Kathryn Forry state for Ms. Zalvoy to send her any info she can find and she will look into it.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:40 P.M.

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

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

REMINDERS:

- 1) *The Next Regular Board of Supervisors Meeting will be held Monday, December 3rd at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Monday, November 19th at 6:30 p.m. at the Township Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, November 26th at 6:30 p.m. (If needed).*
- 4) *The Township Office will be closed on Thursday & Friday, November 22nd & 23rd for Thanksgivings Holiday.*

DANA VITALE
TOWNSHIP SECRETARY

WARREN R. REINER
CHAIRMAN, BOARD OF SUPERVISORS