

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

December 3, 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:** To be held at 6:30 pm 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 NOVEMBER 5, 2018**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from NOVEMBER 5, 2018.

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

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) MARTIN STONE QUARRIES: (NO MOTION)**

Martin Stone Quarries submitted their 2019 Account Pricing.

**2) PENN FOREST STREAMS RESIDENT-GEORGE TESSITORE**

Penn Forest Streams resident requesting a refund for garbage card purchased 2017-2018. Penn Forest Streams acquired County Waste through the Association. Resident has letter from County Waste for proof. County Waste has discontinued services with Penn Forest Streams.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Mr. George Tessitore for 2017-2018 unused garbage permit \$ \_\_\_\_\_.

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

**3) BIA MUNICIPAL ENGINEERING 2019 RATES (NO MOTION)**

Barry Isett & Associates 2019 rates will not be increasing from 2018 rates.

**4) ACELA ENGINEERING CO.- PROPOSAL SUBMITTED (NO MOTION)**

Letter of interest was submitted to provide Municipal Professional Engineer Services for PFT.

**5) CARBON COUNTY PLANNING COMMISSION REVIEW- WIND TURBINE ORDINANCE**

The CCPC has reviewed the proposed amendments to the PFT Zoning Ordinance regarding Wind Turbines. Public hearing is required regarding the proposed amendments.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to schedule hearing for \_\_\_\_\_ regarding proposed amendments to the PFT Zoning Ordinance.

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

**E. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 11/30/2018)**

Township General Fund:	\$ 5,072,314.42	State Liquid Fuels Fund:	\$ 242,639.78
Capital Reserve Fund:	\$ 45,483.49	Sanitation Fund:	\$ 387,804.77
Septic Fund:	\$ 216,042.93	Park/Recreation:	\$ 371,974.93
SALDO	\$ 9,209.53	Payroll:	\$ 7,598.62
Debit Card Account	\$ 3,721.77	Rent	\$ 2,200.00
<b>TOTAL:</b>			<b>\$ 6,358,990.24</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 11/30/2018)**

Account Ending: 3394/ #5851 - \$ 253,081.87 (6 month CD)  
3382/ #4619 - \$ 253,145.49 (6 month CD)  
3383/ #4686 - \$ 510,353.89 (1 yr CD)

**TOTAL: \$1,016,581.25**

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 11/30/2018)**

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

**TOTAL: \$ 309,999.15**

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**TOTAL FUNDS ON DEPOSIT: \$ 7,685,570.64**

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

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

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

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

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

**F. NEW BUSINESS:**

**WARREN REINER, CHAIRMAN**

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

(2) **ADOPT TOWNSHIP PROPOSED 2019 BUDGET-**

<b><u>General</u></b>	Revenue-	\$1,518,800.00
	Expenditures-	959,510.00
Est- 2019 Begin Balance		4,559,290.00
<b><u>Sanitation</u></b>	Revenue-	\$ 202,000.00
	Expenditures-	497,154.00
Est-2019 Begin Balance		350,000.00
<b><u>State Liquid Fuels</u></b>	Revenue-	\$ 288,188.30
	Expenditures-	438,700.00

Est- 2019 Begin Balance		238,000.00
<b>Park</b>	Revenue-	\$ 6,800.00
	Expenditures-	161,200.00
Est- 2019 Begin Balance		374,000.00
<b>Capital Reserve</b>	Revenue-	\$ 60,000.00
	Expenditures-	61,300.00
Est- 2019 Begin Balance		210,000.00

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to **ADOPT** the 2019 Proposed Budget as the final budget for 2019.

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

**3) RESOLUTION NO. 9 OF 2018**

Resolution No. 9 of 2018----Establishing a policy for the disposal of personal property.

**MOTION** made by Supervisor\_\_\_\_\_, Second by Supervisor\_\_\_\_\_ to adopt Resolution No. 9 of 2018 for establishing a policy for the disposal of personal property of PFT.

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

**4) FIRE ESCROW FUND RELEASE**

Michael & Karen Donahue, 117 Kipling Lane, Towamensing Trails completed fire damage repairs. CO issued on 11/27/18. Request release of **\$17,652.03** to Michael & Karen Donahue.

**MOTION** made by Supervisor\_\_\_\_\_, Second by Supervisor\_\_\_\_\_ to \_\_\_\_\_ **\$17,652.03** fire escrow to Michael & Karen Donahue.

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

**5) CARBON AMATEUR RADIO CLUB (CARC) PROPOSAL**

Mr. Larry Dusablon met with the Park Advisory Board to discuss the possibility of setting up a temporary emergency radio communication at the park. The Park Advisory Board is in favor of his request. The hope is that the public access would help generate interest in the hobby and test their ability to set up equipment at temporary locations.

**G. PFT PARK AND RECREATION**

**H. REPORTS:**

**WARREN REINER, CHAIRMAN**

**TRANSFER STATION -**

1) **BULK AMOUNT for NOVEMBER 2018---\$ 581.00 Year to Date Total: \$ 10,488.00**

2016-2017 Residential Permits	(3)	\$	300.00
2017-2018 Residential Permits	(7)	\$	700.00
2018-2019 Commercial Permits	(0)	\$	0.00
2018-2019 Residential Permits	(16)	\$	750.00
2018-2019 Pro-Rated Permits	(7)	\$	249.12
<b>TOTAL DEPOSITS</b>		<b>\$</b>	<b>1,999.12</b>

**TOTAL DEPOSITS \$ 2,580.12**

2) **ADMINISTRATIVE REPORTS**

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

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

**Submitted: 21 / Responded: 21 / Total Hours: 17.5 hrs.**

**Zoning & Septic Requests: Submitted: 12 / Responded: 12**

I. **ZONING DEPARTMENT**

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

2) **MT POCAHONTAS CLUBHOUSE(OFFICE TRAILER)- CLUBHOUSE REPAIR/REBUILD**

- Subject to a permit application for the existing clubhouse demo or repair being received, within 6 months of this trailer permit.
- Subject to the starting repairs or rebuilding the clubhouse, within the next 6 months.
- Office trailer to be removed within 18 months from the issuance of this permit for the office trailer. At the discretion of the Zoning Officer this time period can be extended one time for up to an additional 12 months, provided a written application for any extension is received by the Zoning Officer prior to the expiration of the 18 month period. If the office trailer is not removed within 30 days after the applicant receives a certificate of occupancy for the new clubhouse, or 18 months from the issuance of this permit (plus any extension of time granted by the Zoning Officer), whichever time period is shorter, applicant shall pay a fine of \$x.xx per day until the office trailer is removed.
- Subject to fines if the conditions above referenced are not met.

**MOTION** made by Supervisor\_\_\_\_\_, Second by Supervisor\_\_\_\_\_to\_\_\_\_\_Agreement and for Zoning Permit to be written.

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

MOTION made by Supervisor\_\_\_\_\_, Second by Supervisor\_\_\_\_\_to establish a fine in the amount of \$\_\_\_\_\_, if agreement is broken.

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 Reorganization Meeting will be held on Monday, January 7<sup>d</sup> at 6:00pm immediately followed by the regular Board of Supervisors Meeting.**
- 2) The Park and Recreation will NOT hold a monthly meeting in December due to the holidays. The next meeting will be Monday, January 21<sup>st</sup> at 6:30 pm at the Township Building.**
- 3) The Planning Commission will hold their monthly meeting on Monday, December 24<sup>n</sup> at 6:30 p.m. (If needed).**
- 4) The Township Office will be closed on Tuesday, December 25<sup>th</sup> and Tuesday, January 1<sup>st</sup> for Christmas Day and New Year's Day Holiday.**

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

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