

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

February 4, 2019

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:**

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

**C. MEETING MINUTES:**

**(1) REGULAR BOS MEETING ON JANUARY 7, 2019**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from JANUARY 7, 2019.

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

**(2) AMEND REORGANIZATION MEETING ON JANUARY 7, 2019**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to appoint **Robert Boyle** to replace Robert Serafini until term ends 2022.

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

**(3) REORGANIZATION MEETING ON JANUARY 7, 2019**

MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the Reorganization Meeting Minutes from JANUARY 7, 2019.

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

**(4) PUBLIC HEARING JANUARY 16, 2019 - ZONING ORDINANCE ADMENDMENTS**

MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the PUBLIC HEARING Meeting Minutes from JANUARY 16, 2019.

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

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) Leighton Ambulance Association, Inc. (NO MOTION)**

Thank you letter received for 2019 donation made by BOS to Leighton Ambulance in the amount of \$6,000.00.

**2) PennEast/UGI Pipeline Project Update: 1/29/2019 (NO MOTION)**

**E. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 1/31/2019)**

Township General Fund:	\$ 5,045,850.05	State Liquid Fuels Fund:	\$ 213,782.92
Capital Reserve Fund:	\$ 15,581.89	Sanitation Fund:	\$ 325,103.30
Septic Fund:	\$ 216,530.93	Park/Recreation:	\$ 371,905.88
SALDO	\$ 9,209.53	Payroll:	\$ 9,781.47
Debit Card Account	\$ 3,527.76	Rent	\$ 2,000.00
<b>TOTAL:</b>			<b>\$ 6,213,273.73</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 1/31/2019)**

Account Ending:	3394/ #5851 -	\$ 253,335.71 (6 month CD)
	3382/ #4619 -	\$ 253,399.39 (6 month CD)
	3383/ #4686 -	\$ 510,865.77 (1 yr CD)
<b>TOTAL:</b>		<b>\$1,017,600.87</b>

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 1/31/2019)**

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

0064 - \$ 101,962.59  
TOTAL: \$ 310,075.38

**TOTAL FUNDS ON DEPOSIT: \$ 7,540,949.98**

1) **MOTION** made by Supervisor\_\_\_\_\_, Second by Supervisor\_\_\_\_\_ to accept Treasurer's Report for JANUARY 2019 (Subject to Audit).

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

2) **PAYMENT OF THE BILLS FOR JANUARY 2019**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to pay the bills for JANUARY 2019.

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

**F. NEW BUSINESS:**

**WARREN REINER, CHAIRMAN**

**ADOPT ORDINANCE #1 OF 2019---AN AMENDMENT TO THE PENN FOREST TOWNSHIP ZONING ORDINANCE TO REPLACE EXISTING REGULATIONS FOR WIND TURBINES**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor\_\_\_\_\_ to adopt **Ordinance #1 of 2019** An Amendment to the Penn Forest Township Zoning Ordinance to Replace Existing Regulations for Wind Turbines.

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

**PERSONNEL: TOWNSHIP EMPLOYEE REQUESTS FMLA**

Township employee requests FMLA for up to 90 days (without pay) for personal reasons, retroactive 1/11/19.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the FMLA leave for Township Employee (without pay) retroactive 1/11/19.

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

**DISCUSSION: 2019-2020 GARBAGE PERMIT FEES**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ 2019-2020 garbage permit fees to \$\_\_\_\_\_.

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

**DISCUSSION: PFT VOLUNTEER FIRE CO. #2 –RE-IDENTIFICATON PROPOSAL**

PFT Fire Co. #2 submitted to the BOS a request for approval to change from District 12 to District 22 in and effort to alleviate confusion that has occurred in the past.

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_ to \_\_\_\_\_ PFT Volunteer Fire Co. #2 to submit proposal to change from District 12 to District 22.

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

**ROADMASTER REPORT FOR JANUARY 2019**

**G. PFT PARK AND RECREATION**

**H. REPORTS:**

**WARREN REINER, CHAIRMAN**

**TRANSFER STATION -**

**1) BULK AMOUNT for JANUARY 2019---\$ 980.00 Year to Date Total: \$ 980.00**

2017-2018 Residential Permits	(4)	\$	304.00
2018-2019 Commercial Permits	(0)	\$	0.00
2018-2019 Residential Permits	(10)	\$	470.00
2018-2019 Pro-Rated Permits	(6)	\$	138.86
TOTAL DEPOSITS		\$	912.86
TOTAL DEPOSITS		\$	1,892.86

**2) ADMINISTRATIVE REPORTS**

**A) RIGHT-TO-KNOW REQUESTS FOR JANUARY 2019**

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

Submitted: 19/ Responded: 19/ Total Hours: 17.75 hrs.

**Zoning & Septic Requests: Submitted: 38 / Responded: 38**

**I. ZONING DEPARTMENT**

**1) BELTZVILLE ENTERPRISES LLC - REQUEST FOR TEMPORARY PARTIAL CO**

Barry Isett & Associates reviewed the submitted request for a temporary partial certificate of occupancy. Engineering, Zoning & Building evaluated the status and the findings are attached.

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_ to \_\_\_\_\_ the 90 day temporary CO for the **storage units only** (recommended by BIA) to Beltzville Enterprises LLC.

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

**2) Zoning Officer---** Kathryn Forry submitted Zoning Report for JANUARY 2019

**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 Meeting Board of Supervisors will be held Monday, March 4th, 2019 at 7:00pm.***
- 2) *The Park and Recreation will hold their monthly meeting Monday, February 18<sup>th</sup> at 6:30 p.m. at the Township Building.***
- 3) *The Planning Commission will hold their meeting on Monday, February 25<sup>th</sup> at 6:30 p.m. at the Township Building (if needed).***

**4) The Township Office will be closed on Monday, February 18<sup>th</sup> in observance of President's Day Holiday. The Transfer Station will be open regular hours.**

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

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