

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

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

A. EXECUTIVE SESSION: Executive Session at 6:30 to discuss personnel.

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

C. MEETING MINUTES:

(1) REGULAR BOS MEETING ON FEBRUARY 4, 2019

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from FEBRUARY 4, 2019.

ROLL CALL: JK___; SL___; RM ___; TC___; WR___ **MOTION** _____

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) Penn Kidder Library Board of Trustee (NO MOTION)

Thank you letter received for the generous donation made by PFT to Penn Kidder Library.

E. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 2/28/2019)

Township General Fund:	\$ 5,149,541.23	State Liquid Fuels Fund:	\$ 179,285.03
Capital Reserve Fund:	\$ 15,596.98	Sanitation Fund:	\$ 311,221.44
Septic Fund:	\$ 215,957.93	Park/Recreation:	\$ 372,058.40
SALDO	\$ 9,209.53	Payroll:	\$ 20,274.83
Debit Card Account	\$ 3,531.18	Rent	\$ 2,000.00
TOTAL:			\$ 6,278,676.55

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 2/28/2019)

Account Ending: 3394/ #5851 -	\$ 253,464.81 (6 month CD)
3382/ #4619 -	\$ 253,528.52 (6 month CD)
3383/ #4686 -	\$ 511,126.10 (1 yr CD)

TOTAL: \$1,018,119.43

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 2/28/2019)

Account Ending: 1495 -	\$ 103,250.60
1710 -	\$ 104,862.19
0064 -	\$ 101,962.59

TOTAL: \$ 310,075.38

TOTAL FUNDS ON DEPOSIT: \$ 7,606,871.36

1) MOTION made by Supervisor_____, Second by Supervisor_____ to accept Treasurer’s Report for FEBRUARY 2019 (Subject to Audit).

ROLL CALL: JK____; SL____; RM ____; TC____; WR____ **MOTION**_____

2) PAYMENT OF THE BILLS FOR FEBRUARY 2019

MOTION made by Supervisor _____, Second by Supervisor _____ to pay the bills for FEBRUARY 2019.

ROLL CALL: JK____; SL____; RM ____; TC____; WR____ **MOTION**_____

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

ROADMASTER REPORT FOR JANUARY 2019

RESCIND MOTION 2019-2020 GARBAGE PERMIT FEES

MOTION made by Supervisor ____, Second by Supervisor ____ to **RESCIND** the increase of the 2019-2020 garbage permit fee to \$100.00 & late fee of 10%.

ROLL CALL: JK____; SL____; RM ____; TC____; WR____ **MOTION** _____

MOTION made by Supervisor ____, Second by Supervisor ____ to _____ 2019-2020 garbage permit fees at \$_____ and late fees \$_____.

ROLL CALL: JK____; SL____; RM ____; TC____; WR____ **MOTION** _____

DISCUSSION: BEAR CREEK LAKES - BEHRENS ROAD SAFETY CROSSING

Bob Skiffington of Bear Creek Lakes submitted a proposal to the BOS to have Safety Crossing lines/signs installed at Behrens Rd where Mountain View and Indian Trail intersect. Cost to be paid by BCLCA Board.

MOTION made by Supervisor ____, Second by Supervisor ____ to

ROLL CALL: JK____; SL____; RM ____; TC____; WR____ **MOTION** _____

UPDATE: CARBON REMEMBERS D-DAY/AMUSEMENT TAX ORDINANCE

Colonel Chris Lukasevich submitted a request to the BOS at the meeting on February 4th. He is requesting Amusement Tax exemption for his event, Carbon Remembers D-Day on June 6th at Penn's Peak.

ELECTRONIC RECYCLING PROGRAM FOR 2019

Dates and Information received for Electrical Recycling for 2019 (see enclosed pricing).

Available---Saturday during July –13th, 20th, & 27th

RESERVED JULY 20th

MOTION made by Supervisor ____, Second by Supervisor ____ to schedule _____ for the 2019 Electronic Recycling Event for (6) hours, 9am -3pm at the Transfer Station.

ROLL CALL: JK____; SL____; RM ____; TC____; WR____ **MOTION** _____

SOLOMON CONTAINER SERVICE

Chairman Reiner met with Solomon Container to discuss the recycling services provided at the Transfer Station. The intermixing of materials in Single Stream has made it more expensive for recyclers to process the material and harder to sell. Solomon Container is recommending using Dual Stream at no extra cost to the Township.

MOTION made by Supervisor _____, Second by Supervisor _____ to

ROLL CALL: JK____; SL____; RM ____; TC____; WR____ **MOTION** _____

TOWAMENSING TRAILS POA—Garbage Exemption

Letter and all required information received requesting Exemption for the 2019-2020 Garbage Permits fees for residents of Towamensing Trails.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ Towamensing Trails for the 2019-2020 Garbage Permit Fees .

ROLL CALL: JK____; SL____; RM ____; TC____; WR____ **MOTION** _____

RESOLUTION NO. 4 OF 2019- TRANSFER FUNDS FROM THE GENERAL FUND TO SANITATION

Due to a clerical error monies paid from the Sanitation Fund will be reimbursed from the General Fund. Total amount of \$631,646.73.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ Resolution No. 4 of 2019 Transfer Funds (\$631,646.73) from the General Fund to Sanitation.

ROLL CALL: JK____; SL____; RM ____; TC____; WR____ **MOTION** _____

PIERCE BROADBAND, LLC AUTHORIZATION LETTER- PERMITS

Letter of approval required authorizing Pierce Broadband to submit the necessary permits for the construction of their commercial communication tower located at 2010 State Route 903, PFT.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ authorizing Pierce Broadband to file the necessary permits with PFT for their Commercial Communication Tower.

ROLL CALL: JK____; SL____; RM ____; TC____; WR____ **MOTION** _____

ZONING APPEAL- BETHLEHEM AUTHORITY-WIND TURBINES

Bethlehem Authority has appealed the Zoning Hearing Boards most recent decision regarding Wind Turbines. Approval required for PFT Solicitor, Tom Nanovic to intervene.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ Solicitor, Tom Nanovic to intervene on behalf of the township, regarding the Bethlehem Authority appeal of the ZHB's Wind Turbine decision.

ROLL CALL: JK____; SL____; RM ____; TC____; WR____ **MOTION**_____

ROGER MECKES, VICE CHAIRMAN

TREASURER/ASSISTANT TREASURER BOND APPLICATION

PFT Auditor Kirk Suma recommends the Township to increase the total bond for Township Treasurer/Assistant Treasurer as stated in the Second Class Township Code *"The amount of the bond shall equal the highest amount of township funds estimated by the board of supervisors to be available to the township treasurer at any time during the current year"* Current bond is \$4 mil. The annual premiums per employee: **\$6 mil - \$7,262, \$7 mil - \$8,423**

MOTION made by Supervisor _____, Second by Supervisor _____ to purchase _____ worth of coverage for Township Treasurer & Assistant Treasurer annual premium \$ _____.

ROLL CALL: JK____; SL____; RM ____; TC____; WR____ **MOTION**_____

QUICK BOOKS UPDATE

Quote received from Intuit to update municipal office Quick Books Software from 2016 to 2019 version, in an effort to alleviate technical difficulties. Enterprise Gold Edition- Annual cost for 4 users is \$2,495.20.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ QuickBooks Enterprise Gold Edition for PFT Municipal Office at an annual rate of \$_____.

ROLL CALL: JK____; SL____; RM ____; TC____; WR____ **MOTION**_____

DISCUSSION: ESTABLISH TAX CREDIT FOR VOLUNTEER MEMBERS

Jim Thorpe Borough established and Ordinance for a Volunteer Service Credit Program; enacting tax credits for volunteer members of volunteer fire companies and nonprofit emergency medical service agencies (see attached).

MOTION made by Supervisor _____, Second by Supervisor _____ to

ROLL CALL: JK____; SL____; RM ____; TC____; WR____ **MOTION**_____

G. PFT PARK AND RECREATION

Park Advisory Board recommends approval of the following activities at the Park:

- Care Net of Carbon County 5K Fun Run/Walk
- Jim Thorpe Youth Cross County

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Care Net of Carbon County 5K Fun Run & Jim Thorpe Youth Cross Country activities to be held at PFT Park .

ROLL CALL: JK____; SL____; RM ____; TC____; WR____ **MOTION**_____

H. REPORTS:

WARREN REINER, CHAIRMAN

TRANSFER STATION -

1) BULK AMOUNT for FEBRUARY 2019---\$ 461.00 Year to Date Total: \$ 1,441.00

2017-2018 Residential Permits	(2)	\$	200.00
2018-2019 Commercial Permits	(0)	\$	0.00
2018-2019 Residential Permits	(9)	\$	450.00
2018-2019 Pro-Rated Permits	(3)	\$	55.72
TOTAL DEPOSITS		\$	705.72
TOTAL DEPOSITS		\$	1,166.72

2) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR FEBRUARY 2019

Administrative & Financial Requests: (See Attached Lists)

Submitted: 28/ Responded: 28/ Total Hours: 20.75 hrs.

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

I. ZONING DEPARTMENT

- 1) Temporary Certificate of Occupancy - John DeCusatis, PFT Zoning Officer, submitted the results of his inquiry with Bob Dobosh, Kidder Township Building Code Official regarding their Temporary CO policy. (see enclosed)**
- 2) Zoning Officer--- Kathryn Forry submitted Zoning Report for FEBRUARY 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, April 1st, 2019 at 7:00pm.***
- 2) *The Park and Recreation will hold their monthly meeting Monday, March 18th at 6:30 p.m. at the Township Building.***
- 3) *The Planning Commission will hold their meeting on Monday, March 25th at 6:30 p.m. at the Township Building (if needed).***

DANA VITALE
TOWNSHIP SECRETARY

WARREN R. REINER
CHAIRMAN, BOARD OF SUPERVISORS