

**PENN FOREST TOWNSHIP
BOARD OF SUPERVISORS
2010 STATE ROUTE 903
Meeting Minutes**

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
-----------------	---

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

A. EXECUTIVE SESSION: Executive Session was held from 6:35-7:00 pm to discuss personnel.

:

B. PUBLIC COMMENTS AGENDA ITEMS ONLY - (3 Minute Limit) None

C. MEETING MINUTES:

(1) REGULAR BOS MEETING ON FEBRUARY 4, 2019

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

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

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 Reiner, Second by Supervisor Lignore to accept Treasurer’s Report for FEBRUARY 2019 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR FEBRUARY 2019

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

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

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

ROADMASTER REPORT FOR FEBRUARY 2019

The past month has been difficult with lots of snow, rain & ice.

RESCIND MOTION 2019-2020 GARBAGE PERMIT FEES

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

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

MOTION made by Supervisor Reiner, Second by Supervisor Cross to **APPROVE** the 2019-2020 garbage permit fees at **\$50.00** and late fees **\$25.00**.

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

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.

NO MOTION : TABLED UNTIL A BOARD MEMBER OF BEAR CREEK LAKES ASSOCIATION CAN ATTEND A BOS MEETING.

Bob Skiffington attended the BOS meeting and stated that he was not acting as a representative of the BCLCA, but as a concerned resident of Bear Creek Lakes.

Dan Wilusz, BIA Township Engineer- stated that Behrens Road is not a state road so we do not need any state approvals to install a cross-walk. We do not need any special analysis or study. The township can install any type of cross-walk at any intersection on Township roads.

Tom Nanovic, Township Solicitor -stated that he thought that a Board member of Bear Creek Lakes would attend the BOS meeting.

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.

Tom Nanovic, Township Solicitor stated that he reviewed the township amusement tax ordinance and did not find any exemptions. However, the Board of Supervisors is chose to can donate the money to the local organizations of which the money is being raised.

MOTION made by Supervisor Reiner, Second by Supervisor Meckes to collect the amusement tax from the event Carbon Remembers D-Day and donate the money back.

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

ELECTRONIC RECYCLING PROGRAM FOR 2019

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

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

RESERVED JULY 20th

MOTION made by Supervisor Reiner, Second by Supervisor Meckes to schedule **July 20th** for the 2019 Electronic Recycling Event for (6) hours, 9am -3pm at the Transfer Station.

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

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 Duel Stream at no extra cost to the Township.

Supervisor Reiner stated that other townships have stopped providing services because of the lack of value and recommends doing away with recycling.

MOTION made by Supervisor Reiner, Second by Supervisor Meckes to close down the recycling services at the Transfer Station effective immediately, and have Supervisor Reiner make the call to Solomon Container.

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

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 Reiner, Second by Supervisor Cross to **EXEMPT** Towamensing Trails for the 2019-2020 Garbage Permit Fees .

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

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.

NO MOTION TABLED UNTIL APRIL MEETING

Attorney Tom Nanovic explained the law from the second class township code “*The board of supervisors may by resolution transfer unencumbered moneys from one township account to another, but no moneys may be transferred from the fund allocated for the payment of debts or from any fund raised by a special tax levy or assessment for a particular purpose. Transfers shall not be made during the first three months of the fiscal year. No moneys shall be paid out of the township treasury except upon appropriation made according to law*”.

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 Reiner Second by Supervisor Lignore to **APPROVE** authorizing Pierce Broadband to file the necessary permits with PFT for their Commercial Communication Tower.

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

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 Reiner, Second by Supervisor Meckes to **AUTHORIZE** Solicitor, Tom Nanovic to intervene on behalf of the township, regarding the Bethlehem Authority and any/all appeals of the ZHB's Wind Turbine decision.

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

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 Meckes, Second by Supervisor Cross to purchase **\$7 Million** worth of coverage for Township Treasurer & Assistant Treasurer annual premium **\$8,423**.

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

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 Meckes, Second by Supervisor Lignore to **UPDATE** to QuickBooks Enterprise Gold Edition for PFT Municipal Office at an annual rate of **\$2,495.20**.

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

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 Meckes, Second by Supervisor Lignore to have Attorney Nanovic provide more information to the board.

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

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 Reiner, Second by Supervisor Cross to **APPROVE** the Care Net of Carbon County 5K Fun Run & Jim Thorpe Youth Cross Country activities, **IF** they provide proof of insurance and **IF** there is not a major event being held on June 1st at PFT Park .

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

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)

Bob Skiffionton, Bear Creek Lakes- spoke about the Bear Creek Lakes cross walk on Behrens Road. He stated that he is only a concerned resident and does not represent BCLCA.

Supervisor Lignore- stated that Field Drive & Behrens Road is very dangerous as well.

Rich Strack-Park & Rec. Committee- spoke with Shannon? Regarding the 5K run to be held at the park. Rich stated that this event would take place during other events going on at the park. Shannon stated they would be utilizing the walking trail & pavilion. There is no cost to the township and anyone in Carbon County can participate.

Supervisor Meckes- stated my only concern is the parking during other events going on at the park. I think it will be too crowded. If they could possible hold the event later in the day after all functions are completed at the park.

Supervisor Knappenberger- stated where are all these people going to park?? Jim Thorpe Cross Country, when is this going to take place? Every Saturday? I am worried about kids getting hurt this is my biggest fear and they will be parking up 903 which is very dangerous. What about Baseball Tournaments?

Supervisor Meckes- made a phone call to the head coach to for Soccer. The coach stated that the last day of games is June 1st which is a normal day so there shouldn't be a problem.

Meeting was adjourned at 8:00 p.m. and reopened at 8:01 p.m. to make a motion before any residents departed.

MOTION made by Supervisor Reiner, Second by Supervisor Cross to **ACCEPT** the resignation of township laborer, Keith Knappenberger effective Friday, March 1, 2019.

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

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:04 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