

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

April 1, 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.

<b>Members:</b>	<b>Warren Reiner, Chairman Roger Meckes, Vice-Chairman Judith Knappenberger, Supervisor Scott Lignore, Supervisor Tom Cross, Supervisor</b>
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<b>Office Staff:</b>	<b>Dana Vitale, Secretary</b>
<b>Solicitor:</b>	<b>Thomas S. Nanovic</b>

**A. EXECUTIVE SESSION:**

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

**C. MEETING MINUTES:**

**(1) REGULAR BOS MEETING ON MARCH 4, 2019**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from MARCH 4, 2019.

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

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) JIM THORPE NEIGHBORHOOD BANK (NO MOTION)**

Jim Thorpe Bank has the following investments pledged on a pooled basis (see attached).

**2) LOWER TOWAMENSING TOWNSHIP BOS-FIRE POLICE- COUNTY FAIR**

Lower Towamensing Township is requesting Fire Police services from PFT to assist with traffic control at the Carbon County Fair from August 5-10, 2019.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ PFT Fire Co. #1 & #2 to provide Fire Police Services for the Carbon County Fair held on August 5-10<sup>th</sup>.

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

**3) PENNEAST PIPELINE PROJECT UPDATE (NO MOTION)**

**E. TREASURER’S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 3/28/2019)**

Township General Fund:	\$ 5,212,077.41	State Liquid Fuels Fund:	\$ 458,487.00
Capital Reserve Fund:	\$ 15,596.98	Sanitation Fund:	\$ 311,753.02
Septic Fund:	\$ 216,773.93	Park/Recreation:	\$ 372,050.31
SALDO	\$ 9,209.53	Payroll:	\$ 15,753.04
Debit Card Account	\$ 3,189.83	Rent	\$ 0.00
<b>TOTAL:</b>			<b>\$ 6,614,891.05</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 3/28/2019)**

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)
<b>TOTAL:</b>		<b>\$1,018,119.43</b>

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 3/28/2019)**

Account Ending:	1495 -	\$ 103,250.60
	1710 -	\$ 104,862.19
	0064 -	\$ 101,962.59
<b>TOTAL:</b>		<b>\$ 310,075.38</b>

**TOTAL FUNDS ON DEPOSIT: \$ 7,943,085.86**

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

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

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

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

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

**F. NEW BUSINESS:**

**WARREN REINER, CHAIRMAN**

**ROADMASTER REPORT FOR MARCH 2019**

**DISCUSSION: BACK PUNCH POLICY - GARBAGE PERMITS**

In an effort to alleviate confusion and accommodate residents with the back-punch policy for the 2019-2020 garbage permits, a suggestion is made to allow residents to utilize entire permit card until complete.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

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

**COMMUNITY OF BELTZVILLE LAKE ESTATES & INDIAN MOUNTAIN LAKES—Garbage Exemption**

Letter and all required information received requesting Exemption for the 2019-2020 Garbage Permit fees for residents of Beltzville Lake Estates & Indian Mountain Lakes.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Beltzville Lake Estates & Indian Mountain Lakes for the 2019-2020 Garbage Permit Fees .

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

**DISCUSSION/UPDATE: TAX CREDIT FOR VOLUNTEER MEMBERS**

As requested by the BOS at their meeting on March 4<sup>th</sup>. Tom Nanovic submitted information in regards to enacting an ordinance to grant tax credits to volunteers.

**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** \_\_\_\_\_

**HIRE NEW EMPLOYEE- GERALD ENCK**

Gerald Enck submitted an application to fill vacant position as Township Laborer. Rate of \$14.95 to start immediately.

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Gerry Enck as Township Laborer, at a rate of \$14.95 effective immediately.

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

**2018 ANNUAL AUDIT AND FINANCIAL REPORT FROM KIRK, SUMMA, LLC**

The Township secretary received the 2018 Audit and Financial Report from Kirk, Summa & Co., LLP firm. The Financial Report was sent to be published in the local newspaper for April 2<sup>nd</sup>.

**DISCUSSION: RECYCLING SERVICES**

Township Secretary has reached out to several waste/recycling companies, only Waste Management has expressed interest in providing services. A meeting will be scheduled with a representative from Waste Management and township official to discuss recycling options.

**G. PFT PARK AND RECREATION**

**PLAYGROUND EXPANSION PROJECT**

LSA Monroe Grant denied funding for the Playground Expansion. DCED Greenways, Trails, and Recreation program are taking applications. This grant requires a 15% match and has a max grant of \$250,000.

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ BIA to submit the application for the DCED Greenways, Trails, and Recreation Grant.

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

**H. REPORTS:**

**WARREN REINER, CHAIRMAN**

**TRANSFER STATION -**

1) **BULK AMOUNT for MARCH 2019---\$ 622.00 Year to Date Total: \$ 2,063.00**

2017-2018 Residential Permits	(2)	\$	200.00
2018-2019 Commercial Permits	(0)	\$	0.00
2018-2019 Residential Permits	(5)	\$	250.00
2018-2019 Pro-Rated Permits	(5)	\$	79.96
TOTAL DEPOSITS		\$	529.96
TOTAL DEPOSITS		\$	1,151.96

2) **ADMINISTRATIVE REPORTS**

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

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

Submitted: 39/ Responded: 39/ Total Hours: 24.4 hrs.

**Zoning & Septic Requests:** Submitted: 28 / Responded: 28

I. **ZONING DEPARTMENT**

1) **Zoning Officer**--- Kathryn Forry submitted Zoning Report for MARCH 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 Board of Supervisors Meeting will be held Monday, May 6<sup>th</sup>, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting Monday, April 15<sup>th</sup> at 6:30 p.m. PLEASE NOTE THIS MEETING WILL BE HELD AT THE PARK.*
- 3) *The Planning Commission will hold their meeting on Monday, April 22<sup>nd</sup> at 6:30 p.m. at the Township Building (if needed).*

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DANA VITALE  
TOWNSHIP SECRETARY

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WARREN R. REINER  
CHAIRMAN, BOARD OF SUPERVISORS