

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

May 6, 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: to be held at 6:15 p.m. to discuss legal & personnel matters.

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

C. MEETING MINUTES:

(1) REGULAR BOS MEETING ON APRIL 1, 2019

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from APRIL 1, 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 as of 3/31/2019 (see attached).

2) ALBRIGHTSVILLE VOLUNTEER FIRE COMPANY-ANNUAL HORSE SHOW

Annual Horse Show is being held on June 30, 2019 to benefit the Albrightsville Fire Company. They are requesting a sponsor to cover expenses of the show. Gold \$100.00, Silver \$50.00, Bronze \$25.00 or Patron \$10.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ \$ _____ to the Annual Horse Show on June 30, 2019.

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

3) JIM THORPE NEIGHBORHOOD BANK CD RATE QUOTE (No Motion)

PFT requested a CD quote for a 9 month CD Special extended to 24 month term. Quote is based on an opening deposit of \$1 Million (see attached).

4) JIM THORPE ROTARY 23rd SUMMER RECREATION PROGRAM

Jim Thorpe Rotary's Summer Recreation Program is being held from June 17th to August 9th, 2019 at Memorial Park, is requesting support. \$1,000.00 was donated last year.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ \$ _____ to the Jim Thorpe Rotary 23rd Summer Recreation Program.

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

5) TAX CLAIM BUREAU- DISTRIBUTION OF MONIES- 2018 UPSET TAX SALE (No-Motion)

Carbon County Tax Claim Bureau has submitted the distribution of monies received at the 2018 upset tax sale. (see attached)

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 4/30/2019)

Township General Fund:	\$ 4,599,180.26	State Liquid Fuels Fund:	\$ 422,457.06
Capital Reserve Fund:	\$ 15,630.88	Sanitation Fund:	\$ 913,561.41
Septic Fund:	\$ 223,815.93	Park/Recreation:	\$ 370,265.40
SALDO	\$ 9,209.53	Payroll:	\$ 11,803.45
Debit Card Account	\$ 3,101.42	Rent	\$ 1,000.00
TOTAL:			\$ 6,570,025.34

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 4/30/2019)

Account Ending: 3394/ #5851 -	\$ 253,710.69 (6 month CD)
3382/ #4619 -	\$ 253,774.46 (6 month CD)
3383/ #4686 -	\$ 511,621.94 (1 yr CD)
TOTAL:	\$1,019,107.09

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 4/30/2019)

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

TOTAL FUNDS ON DEPOSIT: \$ 7,899,207.81

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

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

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

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

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

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

ROADMASTER REPORT FOR APRIL 2019

PIERCE BROADBAND- ZONING FILING- CONDITIONAL USE APPLICATION

Pierce Broadband submitted their Conditional Use Application for a cell tower on Township property which requires the BOS signature. A Conditional Use Hearing will need to be scheduled within the 60 days of the application and the Planning Commission to review on May 28th.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Conditional Use Application and schedule the Conditional Use Hearing for _____ .

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

DISCUSSION: DEFINITION OF LAND DEVELOPMENT

Revisions were submitted by John DeCusatis, Zoning Officer, PFT. Attorney Nanovic reviewed and revised December 22, 2017. John DeCusatis is following up to see if the BOS is interested in amending the Land Development Ordinance to allow business owners the opportunity to install a shed or other small accessory structure.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

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

DISCUSSION/UPDATE: TAX CREDIT FOR VOLUNTEER MEMBERS

Attorney Nanovic submitted a proposed Ordinance for earned income tax credit for Volunteers. (see attached)

RESOLUTION NO. 5 OF 2019- ESTABLISH TRANSFER STATION FEES

Resolution #5 of 2019 states the fees, rules and regulations for the 2019-2020 garbage billing cycle of July 1, 2019 to June 30, 2020 for Residential and Commercial. 2019-2020 permit card can now be utilized until complete.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ Resolution No. 5 of 2019 establishing Transfer Station Fees for billing cycle 2019/2020

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

RESOLUTION NO. 6 OF 2019- TRANSFER FUNDS FROM THE SANITATION FUND TO GENERAL

Due to a formula error in Excel Program, \$8,070.00 was transferred to the Sanitation account. \$8,070.00 shall be transferred back to the General Fund.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ Resolution No. 6 of 2019 Transfer Funds (\$8,070.00) from the Sanitation Fund to the General.

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

EAGLE EQUIPMENT PROPOSAL - STATIONARY COMPACTOR

Eagle Equipment submitted a quote for a 2.0 cubic yard capacity compactor. Cost to purchase is \$15,060.48 and lease per month \$339.00 for 60 month lease.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____

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

DISCUSSION: RECYCLING SERVICES

Quote received from Waste Management & JP Mascaro regarding recycling services.
(see attached)

MOTION made by Supervisor _____ Second by Supervisor _____ to _____

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

PRINTs4U QUOTE- REPLACE TRANSFER STATION SIGNS

4X8 & 2X8 sign cost is \$445 for both.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ the signs from
Printing4U at a cost of \$445.00 to replace transfer station signs.

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

ROGER MECKES, VICE CHAIRMAN

PEN TELE DATA- BUSINESS INTERNET UPGRADE

Municipal office internet is up for renewal, current price for 8Mbps/2Mbps is \$60.00/month.
Upgrade to 100 Mbps/15 Mbps for 3 year term is \$90.95/month.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ to the 100 Mbps/15
Mbps for 3 year term at a rate of \$90.95/month.

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

JIM THORPE NEIGHBORHOOD BANK- REMOVE/ADD SIGNATURES

The following is in need of correction for accounts held at Jim Thorpe Neighborhood Bank.
Accounts 1495, 1710, 0064.

Remove Christine Fazio & Philip Shedaker and **add** Tammy McMahon, Dana Vitale, Roger
Meckes & Tom Cross.

MOTION made by Supervisor _____ Second by Supervisor _____ to **REMOVE** Christine Fazio &
Philip Shedaker.

MOTION made by Supervisor _____ Second by Supervisor _____ to **ADD** Tammy McMahon,
Treasurer; Dana Vitale, Secretary; Roger Meckes, Supervisor; & Tom Cross, Supervisor.

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

G. PFT PARK AND RECREATION

RESCIND MOTION - PLAYGROUND EXPANSION PROJECT

At the April BOS meeting a motion was made to allow BIA to submit the application for the DCED Greenway, Trails and Recreation Grant. However, there was a discrepancy in the township’s total match. The estimate for the expansion project was for \$393,778.00 the township’s match would be \$143,778.00.

MOTION made by Supervisor ____, Second by Supervisor____ to **RESCIND** the motion authorizing BIA to submit the application for the DCED Greenways, Trails, and Recreation Grant.

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

MOTION made by Supervisor ____ Second by Supervisor _____ to _____the new total match of \$143,778.00 and allow BIA to submit the application for the DCED Greenways, Trails, and Recreation Grant.

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

PROPOSAL – PARK ADVISORY BOARD

Park Advisory Board submitted a proposal to remove the sod and level off the pitchers mound at the baseball field to accommodate softball games at the park.

H. REPORTS:

WARREN REINER, CHAIRMAN

TRANSFER STATION -

1) BULK AMOUNT for APRIL 2019---\$ 919.00 Year to Date Total: \$ 2,982.00

2017-2018 Residential Permits	(6)	\$ 600.00
2018-2019 Commercial Permits	(0)	0.00
2018-2019 Residential Permits	(25)	1,116.68
2018-2019 Pro-Rated Permits	(8)	90.24
2019-2020 Pro-Rated Permits	(1)	9.62

TOTAL DEPOSITS \$ 1,816.54

TOTAL DEPOSITS \$2,735.54

2) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR APRIL 2019

Administrative & Financial Requests: (See Attached Lists)

Submitted: 50/ Responded: 50/ Total Hours: 43.5 hrs.

Zoning & Septic Requests: Submitted: 39 / Responded: 39

I. ZONING DEPARTMENT

1) **Zoning Officer**--- Kathryn Forry submitted Zoning Report for APRIL 2019

2) **BELTZVILLE ENTERPRISES STORAGE UNITS-** CERTIFICATION OF WORK COMPLETED

MOTION made by Supervisor ____, Second by Supervisor____ to authorize Engineer, Dan Wilusz to inspect and certify the value of work completed for Beltzville Enterprises Storage units.

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 Next Regular Board of Supervisors Meeting will be held Monday, June 3rd, at 7:00 p.m.*
- 2) *The Park and Recreation will now hold their monthly meetings on the third Thursdays. The next meeting will be held on Thursday, June 20th at 6:30 p.m. at the Park Concession Stand.*
- 3) *The Planning Commission will hold their meeting on Tuesday, May 28th (due to Memorial Holiday) at 6:30 p.m. at the Township Building (if needed).*
- 4) *The Township Building will be closed Monday, May 27th in observance of Memorial Day Holiday.*

DANA VITALE
TOWNSHIP SECRETARY

WARREN R. REINER
CHAIRMAN, BOARD OF SUPERVISORS