

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

June 3, 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 6:30 p.m. to discuss legal & personnel issues.

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

C. MEETING MINUTES:

(1) REGULAR BOS MEETING ON May 6, 2019

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from MAY 6, 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 4/30/2019 (see attached).

2) JIM THORPE POLICE DEPT.- REQUEST FOR PFT FIRE POLICE

The July 4th Stay at Home Celebration is taking place this year at Sam Miller Field, Saturday, July 6th 2019. JT Police Dept. is requesting traffic control from PFT Fire Dept. #1 & #2.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ PFT Fire Co. #1 & #2 to provide Fire Police Services for the July 4th Stay at Home Celebration on July 6th.

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

E. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 5/31/2019)

Township General Fund:	\$ 4,799,985.40	State Liquid Fuels Fund:	\$ 416,566.69
Capital Reserve Fund:	\$ 15,630.88	Sanitation Fund:	\$ 963,065.44
Septic Fund:	\$ 232,829.93	Park/Recreation:	\$ 370,418.13
SALDO	\$ 9,209.53	Payroll:	\$ 8,854.94
Debit Card Account	\$ 3,091.42	Rent	\$ 2,000.00
TOTAL:			\$ 6,821,652.36

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 5/31/2019)

Account Ending:	3394/ #5851 -	\$ 253,835.81 (6 month CD)
	3382/ #4619 -	\$ 253,899.61 (6 month CD)
	3383/ #4686 -	\$ 511,874.25 (1 yr CD)
TOTAL:		\$1,019,609.67

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 5/31/2019)

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

TOTAL FUNDS ON DEPOSIT: \$ 8,151,337.41

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

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

2) PAYMENT OF THE BILLS FOR MAY 2019

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

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

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

ROADMASTER REPORT FOR MAY 2019

PROPOSED AMENDMENT TO THE SALDO

Attorney Nanovic submitted his proposed amendments to the SALDO, Definition of “Land Development” contained in section 710 (see attached)

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the submission of the proposed amendments to the Township Planning Commission and the County Planning Commission for their review and comments.

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

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. 8 OF 2019- PARK PLAYGROUND EXPANSION GRANT

Resolution #8 of 2019 states the request for a Greenways, Trails, and Recreation grant of \$250,000 to be used to expand the existing playground to occupy more space and include more play equipment.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ Resolution No. 8 of 2019. Greenways, Trails & Recreation Grant request for the Park Playground.

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

REQUEST TO REMOVE LATE FEE

Rosie Kelly is requesting for the board to approve the removal of \$25.00 from her garbage statement. She states that her dad has passed and she has been having trouble with the postal service at her primary residence in Brooklyn, NY.

MOTION made by Supervisor _____ Second by Supervisor _____

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

RESIGNATION TWSP LABORER - COREY LIGENZA

Township employee Corey Ligenza submitted his resignation, effective May 23, 2019.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ the resignation of Corey Ligenza effective May 23, 2019.

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

ADVERTISE FULL-TIME TWSP POSITION

Advertise to hire vacant township laborer position, rate \$14.95.

MOTION made by Supervisor _____ Second by Supervisor _____ to advertise for a full-time laborer at a rate of \$14.95.

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

ROGER MECKES, VICE CHAIRMAN

RESOLUTION NO. 7 OF 2019 - JIM THORPE NEIGHBORHOOD BANK- Authorizing Signatures

Resolution #7 of 2019 states the authorizing signatures for accounts at Jim Thorpe Neighborhood Bank.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ Resolution No. 7 of 2019 authorizing signatures for accounts at Jim Thorpe Neighborhood Bank.

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

G. PFT PARK AND RECREATION

PARK ADVISORY BOARD- Terry Levan Resignation

Terry Levan submitted his resignation from the Park Advisory Board.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ the resignation letter received from Terry Levan.

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

H. REPORTS:

WARREN REINER, CHAIRMAN

TRANSFER STATION

1) BULK AMOUNT for MAY 2019---\$ 621.00 Year to Date Total: \$ 3,603.00

2017-2018 Residential Permits	(5)	\$ 440.00
2018-2019 Pro-Rated Permits	(6)	40.34
2018-2019 Residential Permits	(8)	400.00
2019-2020 Commercial Permits	(5)	875.00
2019-2020 Residential Permits	(1,382)	69,025.00
TOTAL DEPOSITS		\$69,646.00
TOTAL DEPOSITS		\$73,249.00

2) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR MAY 2019

Administrative & Financial Requests: (See Attached Lists)

Submitted: 39/ Responded: 39/ Total Hours: 33.55 hrs.

Zoning & Septic Requests: Submitted: 36 / Responded: 36

I. ZONING DEPARTMENT

1) Zoning Officer--- Kathryn Forry submitted Zoning Report for MAY 2019

2) BELTZVILLE ENTERPRISES STORAGE UNITS- CERTIFICATION OF WORK COMPLETED
Township Engineer Dan Wilusz submitted his final inspection of site work. The applicant is requesting

another release of escrow funds based upon the inspection results. Mr. Wilusz stated in his review (see attached) that based on the remaining items of work, he recommends the Township to continue to **hold \$19,000.00** which would **release \$220,787.50** in escrow funds.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ \$19,000.00 and _____ \$220,787.50.

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, July 1st at 7:00 p.m.**
- 2) The Park and Recreation will hold their meeting on Thursday, June 20th at 6:30 p.m.**
- 3) The Planning Commission will hold their meeting on Monday, June 24th at 6:30 p.m. at the Township Building (if needed).**
- 4) Electronic Recycling will take place at the Transfer Station on July 20th from 9:00 a.m.- 3:00 p.m. (or until trucks are full) for Penn Forest Township Residents ONLY.**

DANA VITALE
TOWNSHIP SECRETARY

WARREN R. REINER
CHAIRMAN, BOARD OF SUPERVISORS