

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

**August 5, 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 at 7:00 p.m.; 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 6:00 p.m. to discuss legal matters.  
Was held July 15, 2019 from 9:00-10:00 a.m. to discuss legal matters.

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

**C. MEETING MINUTES:**

**(1) REGULAR BOS MEETING ON JULY 1, 2019**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from JULY 1, 2019.

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

**(2) SPECIAL MEETING ON JULY 15, 2019 & JULY 22, 2019**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the Special Meeting Minutes from JULY 15, 2019 & July 22, 2019.

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

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) ALBRIGHTSVILLE VOLUNTEER FIRE COMPANY (No Motion)**

Thank you letter received from Fire Co. regarding the PFT sponsorship for the 2018 Annual Horse Show.

**2) THE TAMAQUA FIRE DEPARTMENT- 2019 FIREFIGHTERS CONVENTION PARADE**

Tamaqua Fire Police is requesting PFT Fire Police for traffic control at the Firefighters Convention Parade on August 24, 2019.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_Penn Forest Township Fire Companies #1 & #2 to provide traffic control for the August 24th Schuylkill County Firefighters Convention Parade.

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

**3) DISCUSSION: QUOTES FOR CD'S & CHECKING ACCOUNTS**

Mauch Chunk increased their rate from .60% to 1.95% (6mth CD) & 2.30% (12mth CD), Checking is the same at 1.30%. Jim Thorpe Neighborhood Bank rate for 9mth CD's 2.20%, Checking 1.50%

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

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

**E. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 7/31/2019)**

Township General Fund:	\$ 4,876,904.71	State Liquid Fuels Fund:	\$ 414,961.99
Capital Reserve Fund:	\$ 15,682.16	Sanitation Fund:	\$ 1,000,033.39
Septic Fund:	\$ 226,504.93	Park/Recreation:	\$ 367,609.24
SALDO	\$ 9,209.53	Payroll:	\$ 15,881.61
Debit Card Account	\$ 2,906.87	Rent	\$ 1,000.04
<b>TOTAL:</b>			<b>\$ 6,930,694.47</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 7/31/2019)**

Account Ending: 3394/ #5851 - \$ 254,663.71 (6 month CD)  
3382/ #4619 - \$ 254,727.72 (6 month CD)  
3383/ #4686 - \$ 513,843.70 (1 yr CD)

**TOTAL: \$1,023,235.13**

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 7/31/2019)**

Account Ending: 1495 - \$ 103,466.51  
1710 - \$ 105,081.45  
0064 - \$ 102,013.30

**TOTAL: \$ 310,561.26**

**TOTAL FUNDS ON DEPOSIT: \$ 8,264,490.86**

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

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

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

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

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

**F. NEW BUSINESS:**

**WARREN REINER, CHAIRMAN**

**ROADMASTER REPORT FOR JULY 2019**

**DISCUSSION: TWSP ROADS- POTHOLE & CRACK REPAIR**

**DISCUSSION: QUOTES RECEIVED- PURCHASE NEW TWSP VEHICLES**

**RENEWAL PROPOSAL-WYOMING ELECTRIC & SIGNAL, INC.**

Wyoming Electric, 214 Wyoming Ave, submitted a renewal contract for the Yearly Signal Maintenance and On-call Signal Maintenance for the PA Turnpike & Route 903. Yearly Signal Maintenance fee is \$675.00 per intersection. On-call Signal Maintenance fees: Signal Technician \$110 p/hr., Service Vehicle- Bucket Truck (port-port) \$45.00 p/hr. and Service Vehicle (port to port) \$25.00 p/hr.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the proposal submitted by Wyoming Electric & Signal, Inc. for the maintenance of PA Turnpike & Route 903 signal, fees stated above.

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

**DISCUSSION: SELLING PRORATED GARBAGE CARDS**

How to handle selling prorated garbage cards with the new total card utilization policy.

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

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

**BELTZVILLE ENTERPRISES STORAGE UNITS**

Letter of credit from New Tripoli Bank in the amount of \$19,000 was submitted from Beltzville Enterprises to substitute the letter of credit for the performance bond of \$19,000. Effective date of July 10, 2019, Beneficiary is PFT.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the letter of credit from New Tripoli Bank in the amount \$19,000 and release the \$19,000 performance bond.

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

**GARBAGE INVOICE- REQUEST TO REMOVE LATE FEE**

Mr. Frantz, 114 Midway Drive is requesting the removable of late fee because of death/health issues within the family.

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

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

**ROGER MECKES, VICE CHAIRMAN**

**MILLENNIUM COMPUTER SERVICES, INC. PROPOSAL- NEW COMPUTER EQUIP.**

Township Computer technician submitted a proposal to upgrade the office staff computers. The current computers are reaching the end of life date. As of Feb 1, 2010 Windows 7 will no longer be supported

by Microsoft. Performance and reliability concerns have surfaced. The following is the recommend action: replace the 4 main computers \$5,019.08; 2 of the older computers are upgraded to replace the 2 very old computers which are occupied by BIA \$579.96; a new server \$4,094.10; network hardware \$232.98; wires & connectors \$184.20; set-up, data transfer, labor 40 hr. @ \$75.00 \$3,000  
**Total= \$13,110.32.**

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

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

**DISCUSSION: OFFICE RENOVATIONS**

Township Municipal Building is in need of an upgrade, paint, carpeting etc.

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

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

**KIRK, SUMMA- 2018 YEAR END FINANCIAL STATEMENT**

Kirk, Summa & Co. LLP, townships certified accountant, submitted the DRAFT year end 12/31/2018 financial statement for the BOS acceptance.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the DRAFT submitted by Kirk, Summa for year end 12/31/18 financial statement.

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

**G. PFT PARK AND RECREATION**

**DISCUSSION: RESUBMIT LSA MONROE GRANT APPLICATION PARK PLAYGROUND**

Should PFT not get approved for the DCED Greenways Trails submitted for the Park Playground equipment. LSA Monroe Grant Application can be resubmitted, due 9/30. This grant does not require a match commitment but a commitment match can help boost the township's chances. The match can be any amount. Attached is last years cost estimate which will most likely increase based on current pricing.

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

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

## H. REPORTS:

### WARREN REINER, CHAIRMAN

#### TRANSFER STATION

#### 1) BULK AMOUNT for JULY 2019---\$ 1,222.00 Year to Date Total: \$ 5,397.00

2017-2018 Residential Permits	(4)	\$ 396.00
2018-2019 Residential Permits	(7)	316.67
2019-2020 Commercial Permits	(2)	300.00
2019-2020 Pro-Rated Permits	(4)	193.04
2019-2020 Residential Permits	(431)	21,413.33
TOTAL DEPOSITS		\$23,841.04
TOTAL DEPOSITS		\$29,238.04

#### 2) ADMINISTRATIVE REPORTS

##### A) RIGHT-TO-KNOW REQUESTS FOR JULY 2019

Administrative & Financial Requests: (See Attached Lists)

Submitted: 28/ Responded: 28/ Total Hours: 42 hrs.

Zoning & Septic Requests: Submitted: 15 / Responded: 15

## I. ZONING DEPARTMENT

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

#### 2) DEFELIPPES LOT CONSOLIDATION—Conditional Preliminary/Final Approval

Mr. Dean DeFelippes has submitted a plan, which proposes the combination of two existing lots (lots 1317 and 1318) into one lot (lot 1318-A) within the Towamensing Trails subdivision, Section V and has requested the following waiver from SALDO; Section 333.31 – (tree location of all trees over 8 inches in diameter). Planning Commission recommends to the Township Board of Supervisors to grant the requested waiver and approve the plan, conditioned upon satisfying any and all remaining items in the Barry Isett & Associates review letter dated July 17, 2019.

a) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to grant the waivers for **SALDO Section 333.31** as recommended by PC.

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

b) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve and accept the **plan** as recommended by the Planning Commission.

**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 Tuesday, September 3, 2019 at 7:00 p.m.**
- 2) The Park and Recreation will hold their meeting on Thursday, August 22, 2019 at the park concession stand (weather permitted) at 6:30 p.m.**
- 3) The Planning Commission will hold their meeting on Monday, August 26, 2019 at 6:30 p.m. at the Township Building (if needed)**
- 4) The Municipal Building will be closed on Monday, September 2nd in observance of Labor Day holiday. Transfer Station will be open.**

\_\_\_\_\_  
**DANA VITALE**  
**TOWNSHIP SECRETARY**

\_\_\_\_\_  
**WARREN R. REINER**  
**CHAIRMAN, BOARD OF SUPERVISORS**