

**PENN FOREST TOWNSHIP  
BOARD OF SUPERVISORS  
2010 STATE ROUTE 903  
MEETING MINUTES**

**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 7:03 p.m.; 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:** 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 Reiner, Second by Supervisor Lignore to approve the BOS Meeting Minutes from JULY 1, 2019.

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

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

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

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

**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 Reiner, Second by Supervisor Meckes to **AUTHORIZE** Penn Forest Township Fire Companies #1 & #2 to provide traffic control for the August 24th Schuylkill County Firefighters Convention Parade.

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

**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 Reiner, Second by Supervisor Lignore to move \$2Million from the general fund to which ever bank (Mauch Chunk or JTNB) has the higher rate provided its at least 2.30% for CDs.

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

**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
<b>TOTAL:</b>			<b>\$ 310,561.26</b>

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

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

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

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

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross to pay the bills for JULY 2019.

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

**F. NEW BUSINESS:**

**WARREN REINER, CHAIRMAN**

**ROADMASTER REPORT FOR JULY 2019**

Chairman Reiner stated we received a call from Lehigh Asphalt asking for an extension of time to complete the work to pave the roads on Behrens & Church Road. They are behind because of all the rain. Shiffer is also having a problem with completing on time. Extension of 30 days was approved. We are having trouble with our Kubota tractor I have been making phone calls and the dealer does not want to repair it.

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

Last year Shiffer went around with the new machine that he has to fix the potholes and cracks which cost \$1,500. This year I would like to include the Municipal Building parking lot to fix the cracks and potholes and at the Transfer Station.

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross to repair potholes & cracks on Township Roads, Municipal Building parking lot and Transfer Station, up to \$2,500 in cost.

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

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

Chairman Reiner stated both of our trucks are out of warranty and both have been having issues due the salt erosion. Fairway Motors (COSTARS Vendor) submitted a quote, 2500 Utility Pick-up 2020 Chevrolet Truck Silverado double cab **\$18,927** and 2020 Chevrolet 5500 19.5 GVW dump truck **\$56,274**.

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross to purchase 2 new vehicles as quoted from Fairway Motors (COSTARS) vendor.

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

**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 Reiner, Second by Supervisor Cross to **ACCEPT** the proposal submitted by Wyoming Electric & Signal, Inc. for the maintenance of PA Turnpike & Route 903 signal, fees stated above.

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

**DISCUSSION: SELLING PRORATED GARBAGE CARDS- NO MOTION NEEDED**

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

**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 Reiner, Second by Supervisor Cross to **ACCEPT** the letter of credit from New Tripoli Bank in the amount \$19,000 and release the \$19,000 performance bond. Contingent upon receiving the original letter from New Tripoli Bank.

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

**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 Meckes, Second by Supervisor Cross to **WAIVE** the late fee of \$25.00 for garbage account at 114 Midway Drive.

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

## **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 recommended 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 Meckes, Second by Supervisor Cross to **TABLE** until we receive other quotes.

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

### **DISCUSSION: OFFICE RENOVATIONS-NO MOTION NEEDED**

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

### **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 Reiner, Second by Supervisor Meckes to **APPROVE** the DRAFT submitted by Kirk, Summa for year end 12/31/18 financial statement.

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

## **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 Reiner, Second by Supervisor Lignore to **RESUBMIT** the grant application for LSA Monroe Grant for park playground equipment and match the same amount as from the DCED Greenways Trails application (\$143,778).

**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 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 Reiner, Second by Supervisor Lignore to grant the waivers for **SALDO Section 333.31** as recommended by PC.

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

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

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

## **J. PUBLIC COMMENTS – (3 Minute Limit)**

Frank Green- President Marty Axman HOA- had a concern about Scott Dietrich was operating and the fire prevention plan which was not approved by DCNR. Solicitor Tom Nanovic replied, we did not get DCNR approval but, our zoning officer made an inspection and he is not operating. Mr. Green- Other question regarding his Zipline. Is this still an active permit for Zipline? Zoning Officer stated that it is expired. Mr. Green- My concern is, can he have more than one business?. I just want to make sure the he is not operating. Tom N. stated he could ask the Zoning Officer who was in attendance, John DeCusatis, who stated it does not appear that he is in operation.

**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.**

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**DANA VITALE**  
**TOWNSHIP SECRETARY**

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