

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

September 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 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:**

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

**C. MEETING MINUTES:**

**(1) REGULAR BOS MEETING ON AUGUST 5, 2019**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from AUGUST 5, 2019.

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

**(2) SALDO HEARING ON AUGUST 5, 2019**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the SALDO Meeting Minutes from AUGUST 5, 2019.

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

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

- 1) **MAUCH CHUCK TRUST COMPANY COLLATERALIZED DEPOSIT (No Motion)**
- 2) **JIM THORPE NEIGHBORHOOD BANK POOLED INVESTMENTS (No Motion)**
- 3) **JIM THORPE ROTARY-THANK YOU LETTER- SUMMER REC. PROGRAM (No Motion)**
- 4) **USDA-SPOTTED LANTERNFLY COOPERATIVE CONTROL PROGRAM**

Representatives from the USDA met with township secretary regarding this urgent matter. They are seeking consent from the township to access township property to determine if any treatment is necessary. There is no charge for both. Only the infected tree will be treated.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ USDA to enter on township property and treat for Spotted Lanternfly as necessary.

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

- 5) **KIRK, SUMMA SUBMITTED DECEMBER 31, 2018 FINANCIAL STATEMENT (No Motion)** Condensed version was advertised in the Times News on 8/14/19.

- 6) **AMUSEMENT TAX REFUND REQUEST- PENN'S PEAK OVERPAYMENT**

Penn's Peak in error submitted a duplicate payment for the month of June. They paid \$12,370.86 instead of \$6,185.43. They are requesting a refund of overpayment \$6,185.43.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to issue refund to Penn's Peak for duplicate Amusement Tax payment in the amount of **\$6,185.43**.

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

**E. TREASURER'S REPORT:**

**(a) MAUCH CHUCK TRUST COMPANY (Statement balance as of 8/29/2019)**

Township General Fund:	\$ 3,043,451.51	State Liquid Fuels Fund:	\$ 404,297.47
Capital Reserve Fund:	\$ 15,682.16	Sanitation Fund:	\$ 986,649.11
Septic Fund:	\$ 227,956.93	Park/Recreation:	\$ 361,564.90
SALDO	\$ 9,209.53	Payroll:	\$ 19,485.13
Debit Card Account	\$ 2,906.87	Rent	\$ 2,000.04
<b>TOTAL:</b>			<b>\$ 5,073,203.65</b>

**(b) MAUCH CHUCK TRUST COMPANY – Certificates of Deposit (as of 8/29/2019)**

Account Ending:	1301/ #1301 -	\$ 2,000,000.00 (13 month CD)
	3394/ #5851 -	\$ 255,020.59 (6 month CD)
	3382/ #4619 -	\$ 255,149.59 (6 month CD)
	3383/ #4686 -	\$ 514,847.45 (1 yr CD)

**TOTAL:** **\$3,025,017.63**

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 8/29/2019)**

Account Ending:	1495	-	\$ 103,509.04
	1710	-	\$ 105,081.45
	0064	-	\$ 102,038.88
<b>TOTAL:</b>			<b>\$ 310,629.37</b>

**TOTAL FUNDS ON DEPOSIT: \$ 8,408,850.65**

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

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

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

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

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

**F. NEW BUSINESS:**

**WARREN REINER, CHAIRMAN**

**ROADMASTER REPORT FOR AUGUST 2019**

**DISCUSSION: PIERCE BROADBAND- LAND DEVELOPMENT REQUIREMENT**

**RATIFY THE MOTION QUOTES FOR CD’S**

Mauch Chunk rates changed after the August 5th BOS meeting to reflect 13mth CD at 2.05%

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to RATIFY the transfer of \$2 million from the general fund to Mauch Chunk CDs for 13 months at 2.05%.

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

**HOLDING TANK MAINTENANCE AGREEMENT/REVIEW – MICROBREWERY**

Mr. Stuckley 113 Danner Road has approval to operate a small microbrewery. The waste for the microbrewery is high in yeast content and cannot be discharged to a standard onlot septic system. The

holding tank will be used to collect this waste, will pump out periodically and will be disposed at WWTP. Draft agreement attached, Solicitor will need to prepare new agreement.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the Holding Tank and authorize solicitor to prepare Holding Tank Agreement for Mr. Stuckley's Microbrewery.

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

**RITAL LLC - SEWAGE FACILITIES PLANNING MODULE-change of use**

Keith Valentine, SEO submitted the following. Rital LLC, 1295 State Route 534 has proposed the conversion of an existing office building to a mixed-use convenience store/apartment building. The existing office building was served by an on-lot system permitted for 200 gallons per (GPD). The proposed change in use would increase peak flows to 1,400 GPD-two public restrooms (800 GPD) plus kitchen/cleaning (200 GPD) plus apartment (400 GPD). SEO completed his review and the planning module is administratively complete. The module has been reviewed by the Township Planning Commission and Carbon County Planning Commission, each taking action on their respective Component 4.

RESOLUTION #11 of 2019- PLAN REVISION FOR NEW LAND DEVELOPMENT-review & adopt

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to ADOPT Resolution #11 of 2019- Plan Revision For New Land Development for Sewage Facilities Planning Module-PADEP code No. 213920123-2.

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

**ADOPT ORDINANCE NO. 2 OF 2019 - AMENDMENT TO THE DEFINITION OF "LAND DEVELOPMENT" IN THE PFT SALDO**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to ADOPT Ordinance #2 of 2019, Amendment to the definition of "Land Development in the PFT SALDO.

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

**ADVERTISE FOR WINTER SNOW REMOVAL BIDS**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to advertise for winter snow removal bids.

**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 \$3,120.00; 2 of the older computers are upgraded to replace the 2 very old computers which are occupied by BIA \$579.96; a new server \$3,684.00; network hardware \$232.98; wires & connectors \$184.20; set-up, data transfer, labor 40 hr. @ \$75.00 \$3,000.

**Total= \$10,801.14.**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ quote received from Millennium Computer Services for new computers total \$10,801.14.

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

**QUOTES RECEIVED- OFFICE RENOVATIONS**

Quotes received from the following:

- Lane Painting- \$6,955.00
- Wells Painting- \$3,700.00
- Boomer Floors- \$8,107.80

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the quotes received from \_\_\_\_\_ Painting \$\_\_\_\_\_ and \_\_\_\_\_ \$\_\_\_\_\_.

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

**SET UP 2020 BUDGET MEETING DATES FOR OCTOBER**

October \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

**G. PFT PARK AND RECREATION**

**QUOTE RECEIVED FOR PAVILION AT PLAYGROUND**

Armada Buildings submitted a quote for the pavilion at the playground, \$10,787.00 for 24'W x 30'L x 10.4'H open pavilion.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the estimate from Armada Buildings for park pavilion total cost of \$10,787.00.

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

**RESOLUTION NO. 10 OF 2019- LSA MONROE GRANT APPLICATION-PARK PLAYGROUND**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to **ADOPT** RESOLUTION NO.10 OF 2019, to request a LSA Monroe County grant of \$265,000 to expand existing park playground.

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

**PARK ADVISORY BOARD- APPOINT TODD FOX**

Alternate Todd Fox has expressed interest to become a regular member of the Park Advisory Board.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Todd Fox as a regular Park Advisory Board Member.

**H. REPORTS:**

**WARREN REINER, CHAIRMAN**

**TRANSFER STATION**

**1) BID FOR NEW GARBAGE CONTRACT**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Solicitor to prepare bid documents for new Garbage Contract which will include recycling.

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

**2) BULK AMOUNT for AUGUST 2019---\$ 681.00 Year to Date Total: \$ 6,078.00**

2017-2018 Residential Permits	(2)	\$ 200.00
2018-2019 Residential Permits	(5)	250.00
2019-2020 Commercial Permits	(0)	.00
2019-2020 Pro-Rated Permits	(5)	228.48
2019-2020 Residential Permits	(49)	2,450.00

**TOTAL DEPOSITS** \$3,809.48

**TOTAL DEPOSITS** \$9,887.48

**3) ADMINISTRATIVE REPORTS**

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

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

**Submitted: 30/ Responded: 30/ Total Hours: 30 hrs.**

**Zoning & Septic Requests: Submitted: 20 / Responded: 20**

**I. ZONING DEPARTMENT**

**1) Zoning Officer--- Kathryn Forry submitted Zoning Report for AUGUST 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, October 7, 2019 at 7:00 p.m.***
- 2) The Park and Recreation has rescheduled their September meeting to Thursday, September 12, 2019 at the park concession stand (weather permitted) at 6:30 p.m.***
- 3) The Planning Commission will hold their meeting on Monday, September 23, 2019 at 6:30 p.m. at the Township Building (if needed)***
- 4) Municipal Building will be closed on Monday, October 14th in observance of Columbus Day. The Transfer Station will be open.***

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

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