

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

November 4, 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 OCTOBER 7, 2019

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from OCTOBER 7, 2019.

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

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

- 1) **JIM THORPE NEIGHBORHOOD BANK POOLED INVESTMENTS (No Motion)**
- 2) **MAUCH CHUNK TRUST COLLATERALIZED DEPOSIT CONFIRMATION (No Motion)**
- 3) **UCC PROPOSAL SUBMITTED- BIU (No Motion)**
- 4) **PAMPHLET RECEIVED FROM C.A.R.E.S-COMMUNITY AND RESIDENTAL EMPOWERMENT SERVICES**
Representative met with Township Secretary to discuss the possibility for PFT to utilize CARES services. CARES is a non-profit organization providing person centered services to individuals with developmental disabilities.
- 5) **RUTH BUSH ART & DÉCOR- PROPOSAL TOWNSHIP MAP**

E. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 10/31/2019)

Township General Fund:	\$ 3,110,871.04	State Liquid Fuels Fund:	\$ 142,708.09
Capital Reserve Fund:	\$ 7.84	Sanitation Fund:	\$ 947,522.67
Septic Fund:	\$ 231,849.43	Park/Recreation:	\$ 349,383.04
SALDO	\$ 9,209.53	Payroll:	\$ 8,889.50
Debit Card Account	\$ 2,505.14	Rent	\$ 2,005.64
TOTAL:			\$ 4,804,951.92

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 10/31/2019)

Account Ending:	1301/ #1301 -	\$ 2,006,857.92 (13 month CD)
	3394/ #5851 -	\$ 255,724.30 (6 month CD)
	3382/ #4619 -	\$ 255,981.78 (6 month CD)
	3383/ #4686 -	\$ 516,828.34 (1 yr CD)
TOTAL:		\$3,035,392.34

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 10/31/2019)

Account Ending:	1495 -	\$ 103,509.04
	1710 -	\$ 105,124.64
	0064 -	\$ 102,038.88
TOTAL:		\$ 310,672.56

TOTAL FUNDS ON DEPOSIT: \$ 8,151,016.82

- 1) **MOTION** made by Supervisor_____, Second by Supervisor_____ to accept Treasurer’s Report for OCTOBER 2019 (Subject to Audit).

ROLL CALL: JK___; SL___; RM ___; TC___; WR___ **MOTION** _____

2) PAYMENT OF THE BILLS FOR OCTOBER 2019

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

ROLL CALL: JK___; SL___; RM ___; TC___; WR___ **MOTION** _____

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

(1) ROADMASTER REPORT FOR OCTOBER 2019

(2) FIRE ESCROW FUND RELEASE- 21 VAN DOREN MEWS, TOWAMENSING TRAILS

Repairs completed, CO issued by BIA 10/2/19, Funds to be released \$14,620.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to release Fire Escrow Funds of **\$14,620.00** to Anthony Capone, 21 Van Doren Mews, Towamensing Trails.

ROLL CALL: JK___; SL___; RM ___; TC___; WR___ **MOTION** _____

(3) PENN FOREST TOWNSHIP PROPOSED 2020 BUDGET

<u>General</u>	Revenue-	\$ 1,587,383.00
	Expenditures-	1,157,091.00
Est- 2020 Begin Balance		3,000,000.00
<u>Sanitation</u>	Revenue-	\$ 211,800.00
	Expenditures-	631,406.00
Est- 2020 Begin Balance		850,000.00
<u>State Liquid Fuels</u>	Revenue-	\$ 284,221.07
	Expenditures-	306,600.00
Est- 2020 Begin Balance		55,000.00
<u>Park</u>	Revenue-	\$ 6,500.00
	Expenditures-	96,000.00
Est- 2020 Begin Balance		340,000.00
<u>Septic</u>	Revenue-	\$ 75,000.00
	Expenditures-	70,000.00
Est- 2020 Begin Balance		200,000.00

MOTION made by Supervisor _____ Second by Supervisor _____ to advertise the 2020 Proposed Budget for November 11th.

ROLL CALL: JK____; SL____; RM____; TC____; WR____ **MOTION**_____

(4) DISCUSSION: EMPLOYEE CDL MEDICAL CARD

(5) PURCHASE COMPACTOR: QUOTE RECEIVED FROM EAGLE EQUIPMENT

Purchase price: \$15,671.00 plus tax, Lease price: 60 month term \$353 per month.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____

ROLL CALL: JK____; SL____; RM____; TC____; WR____ **MOTION**_____

(6) ZONING ENFORCEMENT NOTICES- COMPLAINT RESPONSE

6 properties were sent Zoning Ordinance Enforcement notices with no response. (see attached)

MOTION made by Supervisor _____ Second by Supervisor _____ to _____

ROLL CALL: JK____; SL____; RM____; TC____; WR____ **MOTION**_____

G. PFT PARK AND RECREATION

H. REPORTS:

WARREN REINER, CHAIRMAN

TRANSFER STATION

1) OPEN SEALED BIDS FOR NEW GARBAGE CONTRACT

MOTION made by Supervisor _____, Second by Supervisor _____ to accept the bid from _____ Contractor for the township new Garbage contract.

ROLL CALL: JK____; SL____; RM____; TC____; WR____ **MOTION**_____

2) BULK AMOUNT for OCTOBER 2019---\$ 622.00 Year to Date Total: \$ 7,239.00

2018-2019 Residential Permits	(5)	216.67
--------------------------------------	------------	---------------

2019-2020 Commercial Permits	(0)	.00
2019-2020 Pro-Rated Permits	(2)	73.92
2019-2020 Residential Permits	(63)	3,125.00
TOTAL DEPOSITS		\$4,037.59
TOTAL DEPOSITS		\$10,654.59

3) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR OCTOBER 2019

Administrative & Financial Requests: (See Attached Lists)

Submitted: 24 / Responded: 24 / Total Hours: 16hrs.

Zoning & Septic Requests: Submitted: 13 / Responded: 13

I. ZONING DEPARTMENT

ZONING OFFICER--- Kathryn Forry submitted Zoning Report for OCTOBER 2019

FOSTER LOT CONSOLIDATION—Conditional Preliminary/Final Approval

Mr. Kevin Foster & Ms. Phyllis Foster have submitted a plan, which proposes the combination of two existing lots (Lots 1578 and 1577) into one lot (Lot 1578A) within the Towamensing Trails Subdivision, Section 3, and the following waivers from SALDO; Section 331- (utilizing an alternative plan scale); Section 333.15- (plans shall indicate contour lines); Section 333.31- (tree location of all trees over 8 inches in diameter). The Planning Commission recommends to the Township Board of Supervisors to grant the waivers and approve the plan, conditioned upon satisfying any and all remaining items in the Barry Isett & Associates review letter dated October 4, 2019.

a) MOTION made by Supervisor _____, Second by Supervisor _____ to grant the waivers for **SALDO Section 331, Section 333.15, and 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 Monday, December 2, 2019 at 7:00 p.m.***
- 2) The Park and Recreation will hold their meeting on Thursday, November 21, 2019 at the park concession stand (weather permitting) at 6:30 p.m.***
- 3) The Planning Commission will hold their meeting on Monday, November 25, 2019 at 6:00 p.m. at the Township Building (if needed)***
- 4) Municipal Building will be closed on Thursday, November 28th & Friday, November 29th for Thanksgiving Holiday.***

DANA VITALE
TOWNSHIP SECRETARY

WARREN R. REINER
CHAIRMAN, BOARD OF SUPERVISORS