

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

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 (by phone)
 Scott Lignore, Supervisor (absent)
 Tom Cross, Supervisor

Office Staff: Dana Vitale, Secretary
Solicitor: Thomas S. Nanovic

A. EXECUTIVE SESSION: None

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

C. MEETING MINUTES:

(1) REGULAR BOS MEETING ON OCTOBER 7, 2019

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

ROLL CALL: JK- abstain; SL- absent; RM- yes; TC- yes; WR- yes **MOTION PASSED**

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 -** Tabled upon review

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 Reiner, Second by Supervisor Meckes to accept Treasurer’s Report for OCTOBER 2019 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR OCTOBER 2019

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

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

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

(1) ROADMASTER REPORT FOR OCTOBER 2019

Chairman stated that the last rain storm did a lot of damage to the shoulders. We are working on fixing them. We are getting ready for the winter.

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

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

(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
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MOTION made by Supervisor Reiner, Second by Supervisor Cross to advertise the 2020 Proposed Budget for November 11th.

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

(4) DISCUSSION: EMPLOYEE CDL MEDICAL CARD

MOTION made by Supervisor Reiner, Second by Supervisor Cross to reimburse PFT employees for CDL Medical Card Physical.

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

(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 Reiner, Second by Supervisor Cross to purchase the compactor from Eagle Equipment for a cost of \$15,671.00.

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

(6) ZONING ENFORCEMENT NOTICES- COMPLAINT RESPONSE

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

MOTION made by Supervisor Reiner, Second by Supervisor Cross to authorize Solicitor to prepare complaints.

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

G. PFT PARK AND RECREATION

Chairman stated that the new pavilion has been installed and looks beautiful. People are really utilizing it.

H. REPORTS:

WARREN REINER, CHAIRMAN

TRANSFER STATION

1) OPEN SEALED BIDS FOR NEW GARBAGE CONTRACT

MOTION made by Supervisor Meckes, Second by Supervisor Cross to accept the bid from Solid Waste Services, Inc. Contractor for the township new Garbage (5) year contract \$668,965.00.

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

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 Reiner, Second by Supervisor Meckes to grant the waivers for **SALDO Section 331, Section 333.15, and 333.31** as recommended by PC.

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

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

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

J. PUBLIC COMMENTS – (3 Minute Limit)

DAVE VUKOVIC, Fire Chief #2- Stated to the BOS that he met with 6 different truck dealers and he should have something in writing with quotes for the new tanker next month. Chairman Reiner stated just keep us informed.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:53 P.M.

MOTION to adjourn meeting by Supervisor Reiner, Second by Supervisor Meckes

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

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