

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

December 2, 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 6:30 p.m. to discuss legal matters.

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

C. MEETING MINUTES:

(1) REGULAR BOS MEETING ON NOVEMBER 4, 2019

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from NOVEMBER 4, 2019.

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

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

- 1) **MUD RUN BRIDGE REPLACEMENT PROJECT- Corey Ulrich, Sr. Engineer**
- 2) **JIM THORPE NEIGHBORHOOD BANK POOLED INVESTMENTS (No Motion)**
- 3) **MAUCH CHUNK TRUST COLLATERALIZED DEPOSIT CONFIRMATION (No Motion)**
- 4) **ACELA ARCHITECTS & ENGINEERS PROPOSAL**
Acela Architects expressed a desire to be considered as PFT Municipal Engineer & Architect.
- 5) **PPL RIGHT OF WAY FOR SERVICE TO CELL TOWER**
Grant of Right-of-Way is needed for PPL to serve the cell tower with electric facilities. (see proposed revisions submitted by Attorney Nanovic)

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ proposed revisions and authorize Attorney Nanovic to forward to PPL.

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

E. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 11/25/2019)

Township General Fund:	\$ 3,154,167.94	State Liquid Fuels Fund:	\$ 140,561.12
Sanitation Fund:	\$ 932,197.33	Park/Recreation:	\$ 348,975.45
Septic Fund:	\$ 232,167.93	Payroll:	\$ 3,448.32
SALDO	\$ 9,209.53	Rent	\$ 8,605.64
Debit Card Account	\$ 2,505.14		
TOTAL:			\$ 4,831,838.40

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 11/25/2019)

Account Ending:	1301/ #1301 -	\$ 2,010,352.05 (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:		\$3,038,886.47

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 11/25/2019)

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

TOTAL FUNDS ON DEPOSIT: \$ 8,181,397.43

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

ROLL CALL: JK___; SL___; RM ___; TC___; WR___ MOTION_____

2) PAYMENT OF THE BILLS FOR NOVEMBER 2019

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

ROLL CALL: JK___; SL___; RM ___; TC___; WR___ MOTION_____

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

(1) ROADMASTER REPORT FOR NOVEMBER 2019

(2) ADOPT PENN FOREST TOWNSHIP 2020 BUDGET

<u>General</u>	Revenue-	\$ 1,587,383.00
	Expenditures-	1,170,472.00
Est- 2020 Begin Balance		3,000,000.00
<u>Sanitation</u>	Revenue-	\$ 211,800.00
	Expenditures-	633,056.00
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 **ADOPT** the 2020 Proposed Budget as the final budget for 2020.

ROLL CALL: JK___; SL___; RM___; TC___; WR___ MOTION_____

(3) PENN FOREST VOLUNTEER FIRE CO #2- TANKER COMPANY QUOTES – SEE ATTACHED

(4) MOTION TO ACCEPT RESIGNATION- TAMMY MCMAHON

Township Treasurer submitted her resignation letter Friday, November 22, 2019, which states her last day will be December 5, 2019.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ resignation letter from Tammy McMahon, effective Thursday, December 5, 2019.

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

G. PFT PARK AND RECREATION

H. REPORTS:

WARREN REINER, CHAIRMAN

TRANSFER STATION

1) BULK AMOUNT for NOVEMBER 2019---\$ 305.00 Year to Date Total: \$ 7,544.00

2018-2019 Residential Permits	(1)	50.00
2019-2020 Commercial Permits	(0)	0.00
2019-2020 Pro-Rated Permits	(2)	63.36
2019-2020 Residential Permits	(26)	1,275.00

TOTAL DEPOSITS \$1,693.36

TOTAL DEPOSITS \$9,237.36

2) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR NOVEMBER 2019

Administrative & Financial Requests: (See Attached Lists)

Submitted: 16 / Responded: 16 / Total Hours: 14.5hrs.

Zoning & Septic Requests: Submitted: 11 / Responded: 11

I. ZONING DEPARTMENT

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

BURKE LOT LINE ADJUSTMENT— Waiver Request Approval

Patricia A. Burke has submitted a plan, which proposes to remove the interior lot lines and create two parcels separated by the center line of State Route 534; the following waivers from SALDO; Section 331- (utilizing an alternative plan scale); 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. All other approvals have been tabled at this time, and are awaiting further project plan revisions. The Applicant will be submitting revised plans to the Planning Commission.

a) MOTION made by Supervisor _____, Second by Supervisor _____ to grant the waivers for **SALDO Section 331, and 333.31** as recommended by PC.

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 Reorganization Meeting will be held on Monday, January 6th at 6:00 p.m. immediately followed by the regular Board of Supervisors Meeting.*
- 2) *The Park and Recreation will hold their meeting on Thursday, December 19, 2019 at the Municipal Building at 6:30 p.m.*
- 3) *The Planning Commission will hold their meeting on Monday, December 23, 2019 at 6:00 p.m. at the Township Building (if needed)*
- 4) *The Township Office will be closed on Wednesday, December 25th and Wednesday, January 1st for Christmas Day and New Year's Day Holiday.*

DANA VITALE
TOWNSHIP SECRETARY

WARREN R. REINER
CHAIRMAN, BOARD OF SUPERVISORS