

**PENN FOREST TOWNSHIP
BOARD OF SUPERVISORS
2010 STATE ROUTE 903
Meeting Minutes**

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 (by phone) Scott Lignore, Supervisor (absent) Tom Cross, Supervisor
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

A. EXECUTIVE SESSION: Was held from 6:30-6:45 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 Reiner, Second by Supervisor Cross, to approve the BOS Meeting Minutes from NOVEMBER 4, 2019.

ROLL CALL: JK=yes; SL=absent; RM=yes; TC=yes; WR=yes **MOTIONPASSED**

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

- 1) **MUD RUN BRIDGE REPLACEMENT PROJECT- Corey Ulrich, Sr. Engineer**
Presentation was made regarding the upgrade to the bridge.
- 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 Reiner, Second by Supervisor Meckes to **ACCEPT** proposed revisions and authorize Attorney Nanovic to forward to PPL.

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

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

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

2) PAYMENT OF THE BILLS FOR NOVEMBER 2019

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

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

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

(1) ROADMASTER REPORT FOR NOVEMBER 2019

Winter arrived with a lot of ice but we are handling it.

(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 Reiner; Second by Supervisor Meckes to **ADOPT** the 2020 Proposed Budget as the final budget for 2020.

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

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

Discussion with BOS, Attorney Nanovic and Fire Chief from #2 regarding options available to purchase a new tanker. Special meeting is scheduled with both Fire Companies and the BOS on Thursday, December 12th at 5:00 p.m.

(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 Reiner, Second by Supervisor Cross to **ACCEPT** resignation letter from Tammy McMahon, effective Thursday, December 5, 2019.

ROLL CALL: JK=yes; SL=absent; RM=yes; TC=yes; WR=yes **MOTIONPASSED**

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.

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

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

J. PUBLIC COMMENTS – (3 Minute Limit)

NONE

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:54 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 **MOTIONPASSED**

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 NOT hold a meeting in the month of December.*
- 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

THOMAS CROSS
CHAIRMAN, BOARD OF SUPERVISORS