

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

January 7, 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; 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 DECEMBER 3, 2018

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from DECEMBER 3, 2018.

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

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) PROPOSAL RECEIVED FROM ARRO CONSULTING (NO MOTION)

ARRO Consulting submitted a proposal to PFT to provide Engineering Services.

2) JIM THORPE NEIGHBORHOOD BANK(NO MOTION)

Jim Thorpe Bank submitted investments pledged on a pooled basis.

3) DGK INSURANCE SPECIFICATIONS FOR PFT

DGK Insurance submitted specifications for Penn Forest Township coverage and rates. Items for discussion on page 18 for additional coverage options.

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 12/31/2018)

| | | | |
|------------------------|-----------------|--------------------------|------------------------|
| Township General Fund: | \$ 5,088,627.31 | State Liquid Fuels Fund: | \$ 225,376.85 |
| Capital Reserve Fund: | \$ 15,566.69 | Sanitation Fund: | \$ 358,848.79 |
| Septic Fund: | \$ 217,546.93 | Park/Recreation: | \$ 371,875.69 |
| SALDO | \$ 9,209.53 | Payroll: | \$ 19,937.03 |
| Debit Card Account | \$ 3,719.23 | Rent | \$.00 |
| TOTAL: | | | \$ 6,310,708.05 |

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 12/31/2018)

| | | |
|-----------------|---------------|----------------------------|
| Account Ending: | 3394/ #5851 - | \$ 253,206.68 (6 month CD) |
| | 3382/ #4619 - | \$ 253,270.33 (6 month CD) |
| | 3383/ #4686 - | \$ 510,605.57 (1 yr CD) |

TOTAL: \$1,017,082.58

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 12/31/2018)

| | | |
|-----------------|--------|---------------|
| Account Ending: | 1495 - | \$ 103,250.60 |
| | 1710 - | \$ 104,862.19 |
| | 0064 - | \$ 101,938.29 |

TOTAL: \$ 310,051.08

TOTAL FUNDS ON DEPOSIT: \$ 7,637,841.71

1) MOTION made by Supervisor_____, Second by Supervisor_____ to accept Treasurer's Report for DECEMBER 2018 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR DECEMBER 2018

MOTION made by Supervisor _____, Second by Supervisor _____ to pay the bills for DECEMBER 2018.

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

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

1) RESOLUTION NO. 2 OF 2019—APPOINT CPA FIRM TO PERFORM THE 2018 AUDIT

MOTION made by Supervisor _____, Second by Supervisor _____ to adopt Resolution #2 of 2019 appointing Kirk, Summa, LLC CPA Firm to perform the 2018 Audit.

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

2) RESOLUTION NO. 3 OF 2019—Appointed Delegate and Alternate for TCC

MOTION made by Supervisor _____, Second by Supervisor _____ to adopt Resolution #3 of 2019 appointing a Delegate _____ and an Alternate _____ as representatives for the CC Tax Collection Committee.

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

3) FIRE ESCROW FUND RELEASE

Donna & Thomas Asbrock completed the demolish & replace at 979 Old Stage Road, parcel 22-51-A6, CO issued 12/3/18. Release of fire escrow **\$20,000** is requested.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ **\$20,000** fire escrow to Donna & Thomas Asbrock.

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

4) ROADMASTER REPORT FOR DECEMBER 2018

G. PFT PARK AND RECREATION

H. REPORTS:

WARREN REINER, CHAIRMAN

TRANSFER STATION -

1) **BULK AMOUNT for DECEMBER 2018---\$ 661.00 Year to Date Total: \$ 11,268.00**

| | | | |
|-------------------------------|------|----|--------|
| 2017-2018 Residential Permits | (2) | \$ | 200.00 |
| 2018-2019 Commercial Permits | (0) | \$ | 0.00 |
| 2018-2019 Residential Permits | (10) | \$ | 466.67 |
| 2018-2019 Pro-Rated Permits | (8) | \$ | 220.08 |
| TOTAL DEPOSITS | | \$ | 886.75 |

TOTAL DEPOSITS \$ 1,547.75

2) **ADMINISTRATIVE REPORTS**

A) **RIGHT-TO-KNOW REQUESTS FOR DECEMBER 2018**

Administrative & Financial Requests: (See Attached Lists)

Submitted: 22 / Responded: 22 / Total Hours: 17.75 hrs.

Zoning & Septic Requests: Submitted: 19 / Responded: 19

I. **ZONING DEPARTMENT**

1) **Zoning Officer**--- Kathryn Forry submitted Zoning Report for DECEMBER 2018

2) **CAMPGROUND COMPLIANT-** -Scott Dietrich – Tentrr- Progress Report submitted to the BOS by the Zoning Office. See attached.

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 Meeting Board of Supervisors will be held Monday, February 4th, 2019 at 7:00pm.***
- 2) *The Park and Recreation will hold their monthly meeting Monday, January 21st at 6:30 p.m. at the Township Building.***
- 3) *The Planning Commission will hold their meeting on Monday, January 28th at 6:30 p.m. at the Township Building (if needed).***

DANA VITALE
TOWNSHIP SECRETARY

WARREN R. REINER
CHAIRMAN, BOARD OF SUPERVISORS