

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

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.

<b>Members:</b>	<b>Warren Reiner, Chairman Roger Meckes, Vice-Chairman Judith Knappenberger, Supervisor (by phone) Scott Lignore, Supervisor Tom Cross, Supervisor</b>
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<b>Office Staff:</b>	<b>Dana Vitale, Secretary</b>
<b>Solicitor:</b>	<b>Thomas S. Nanovic</b>

**A. EXECUTIVE SESSION:** None .

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

**C. MEETING MINUTES:**

**(1) REGULAR BOS MEETING ON DECEMBER 3, 2018**

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

**ROLL CALL:** JK- Yes ; SL- Yes; RM- Yes; TC- Yes; WR- Yes **MOTION** Passed

**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
<b>TOTAL:</b>			<b>\$ 6,310,708.05</b>

**(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 Reiner, Second by Supervisor Lignore to accept Treasurer's Report for DECEMBER 2018 (Subject to Audit).

**ROLL CALL:** JK- Yes ; SL- Yes; RM- Yes; TC- Yes; WR- Yes **MOTION** Passed

## **2) PAYMENT OF THE BILLS FOR DECEMBER 2018**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to pay the bills for DECEMBER 2018.

**ROLL CALL:** JK- Yes ; SL- Yes; RM- Yes; TC- Yes; WR- Yes **MOTION** Passed

## **F. NEW BUSINESS:**

### **WARREN REINER, CHAIRMAN**

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

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

**ROLL CALL:** JK- Yes ; SL- Yes; RM- Yes; TC- Yes; WR- Yes **MOTION** Passed

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

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to adopt Resolution #3 of 2019 appointing a Delegate Tom Cross and an Alternate Roger Meckes as representatives for the CC Tax Collection Committee.

**ROLL CALL:** JK- Yes ; SL- Yes; RM- Yes; TC- Yes; WR- Yes **MOTION** Passed

#### **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 Reiner, Second by Supervisor Lignore to release **\$20,000** fire escrow to Donna & Thomas Asbrock.

**ROLL CALL:** JK- Yes ; SL- Yes; RM- Yes; TC- Yes; WR- Yes **MOTION** Passed

#### **4) ROADMASTER REPORT FOR DECEMBER 2018**

Supervisor Reiner stated it has been a mild weather month. The Township spent only \$10,145.00 for months of Nov-Dec for snow removal. The lines have not been painted on Township roads due to wet weather. We have been cutting trees and cleaning up the roads.

## **G. PFT PARK AND RECREATION**

Supervisor Reiner stated that the walking trail will be cleaned up.

## **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
<b>TOTAL DEPOSITS</b>		<b>\$</b>	<b>886.75</b>

**TOTAL DEPOSITS** \$ **1,547.75**

*Chairman Reiner stated that the 2019-2020 Garbage Permit fee will need to increase to \$100.00 because of budgeting concerns.*

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)**

NONE

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 6:55 P.M.**

**MOTION** to adjourn meeting by Supervisor Reiner, Second by Supervisor Lignore

**ROLL CALL:** JK- Yes ; SL- Yes; RM- Yes; TC- Yes; WR- Yes **MOTION** Passed

**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 21<sup>st</sup> 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).*

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DANA VITALE  
TOWNSHIP SECRETARY

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WARREN R. REINER  
CHAIRMAN, BOARD OF SUPERVISORS