

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

November 2, 2020

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 Thomas Cross asked that all in attendance stand and recite the "Pledge of Allegiance".

CALL TO ORDER:

Supervisor Thomas Cross called the meeting to order at 7:00 p.m; Roll Call by Township Secretary.

Members: **Thomas Cross, Chairman
Christian Bartulovich, Vice Chairman
Judith Knappenberger, Supervisor
Scott Lignore, Supervisor
Roger Meckes, Supervisor**

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

A. EXECUTIVE SESSION:

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

C. MEETING MINUTES

(1) REGULAR BOS MEETING ON OCTOBER 5, 2020

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from OCTOBER 5, 2020.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION**_____

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

PENNEAST/UGI PIPELINE PROJECT UPDATE (no motion)

E. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 10/30/2020)

Township General Fund:	\$ 4,464,556.90	State Liquid Fuels Fund:	\$ 126,674.42
Sanitation Fund:	\$ 304,160.69	Park/Recreation:	\$ 301,444.11
Septic Fund:	\$ 275,054.59	Payroll:	\$ 15,821.05
SALDO:	\$ 16,685.03	Debit Card:	\$ 4,884.13
Rent :	\$ 4,043.24	Fire Escrow	\$ 23,349.00
TOTAL:			\$ 5,513,324.16

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 10/30/2020)

Account Ending: #1841 -	\$ 996,609.21	(3 month CD)
#5851 -	\$ 258,583.64	(6 month CD)
#4619 -	\$	CLOSED
#4686 -	\$	CLOSED
#1301 -	\$ 2,045,312.63	(13 month CD)
TOTAL:	\$ 3,300,441.91	

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 10/30/2020)

Account Ending: 1495	-	CLOSED
1710	-	\$ 105,410.33
0064	-	CLOSED
TOTAL:		\$ 105,410.33

TOTAL FUNDS ON DEPOSIT: \$ 8,919,176.40

1) **MOTION** made by Supervisor_____, Second by Supervisor_____ to accept Treasurer’s Report for OCTOBER 2020 (Subject to Audit).

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION**_____

2) **PAYMENT OF THE BILLS FOR OCTOBER 2020**

MOTION made by Supervisor _____, Second by Supervisor _____ to pay the bills for OCTOBER 2020.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION**_____

F. NEW BUSINESS:

THOMAS CROSS, CHAIRMAN

1) PURCHASE PRESSURE WASHER

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

2) APPOINT CERTIFIED PUBLIC ACCOUNTANT

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) RATIFY THE MOTION: RELEASE FIRE ESCROW FUND

Lori Figueroa, 49 Old Stage Road, Albrightsville request release of **\$18,000.00 (escrow) + \$348.98 (interest) = \$18,348.98** to Lori Figueroa.

RATIFY MOTION made by Supervisor _____, Second by Supervisor _____ to _____ **\$18,348.98** fire escrow to Lori Figueroa.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

2) RATIFY THE MOTION: MOVE CD'S FROM JTNB TO MCT BANK

0064 \$103,951.40 & #1301 \$105,419.69 total = **\$209,400.68 (interest accrued)** moved from JTNB to MCT Bank.

RATIFY MOTION made by Supervisor _____, Second by Supervisor _____ to _____ CD's from JTNB to MCT Bank total **\$209,400.68**

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

3) ADOPT RESOLUTION NO. 24 OF 2020 – TRANSFER FUNDS

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ RESOLUTION #24 of 2020, transfer \$ 301,444.11 funds from the Park Fund to the General Fund with Mauch Chunk Bank.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

4) GOVERNMENT / MUNICIPAL / PUBLIC FUNDS BANKING RESOLUTION

Resolution No. 25 of 2020---Authorization of Signatures MCT Bank CD's.

MOTION made by Supervisor____, Second by Supervisor____ to ____ Resolution No. 25 of 2020-Authorization of Signatures MCT Bank CD's.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION**_____

5) ADOPT RESOLUTION NO. 27 OF 2020 – TRANSFER FUNDS

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ RESOLUTION #27 of 2020, transfer \$2.5 Million in funds from the General Fund to the CD Money Market #1841 with Mauch Chunk Bank.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION**_____

6) CLOSE PARK ACCOUNT WITH MAUCH CHUNK BANK

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ PARK ACCOUNT with Mauch Chunk Trust.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION**_____

7) OPEN DEBIT ACCOUNT WITH MCT BANK- SANITATION & PARK

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Debit Accounts for Sanitation & Park.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION**_____

8) HIRE SUBCONTRACTOR TO PERFORM PERC TESTS

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION**_____

9) QUOTE RECEIVED: CONTROL SECURITY - MUNICIPAL BUILDING

Camera System, Security, Access Control System, total cost \$7,742.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION**_____

**10) APPOINT ALTERNATE TOWNSHIP ENGINEER - LETTER OF INTEREST RECEIVED
CARBON ENGINEERING INC.- FEE SCHEDULE ATTACHED**

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Carbon Engineering Inc. as the alternate Township Engineer.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION**_____

11) PROPOSAL SUBMITTED: NUMBERS MADE EASY CONSULTING - FILE CONDENSING, CONVERT QUICKBOOKS TO 2021 PREMIER, QUICKBOOKS SET-UP NEW FILES (SEE ATTACHED) TOTAL COST \$5,332.49

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

ROGER MECKES, ROADMASTER

1) OPEN SEALED BIDS FOR 2020/2021 WINTER SNOW REMOVAL

MOTION made by Supervisor _____, Second by Supervisor _____ to accept the Bid from _____ for the amount of \$ _____ for the 2020/2021 Winter Snow Removal.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

2) FOAM INSULATION QUOTES: MAINTENANCE BUILDING- TRANSFER STATION

F.R. MCGUIRK CONSTRUCTION: Foam Insulation \$3,920.00 and Fire Rated Coating \$1,850.00. Total cost \$5,770.00. **QUALITY INSULATION** Total cost \$8,989.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ quote from _____ for foam insulation at the maintenance building, total cost of \$ _____.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

3) MINOR SUBDIVISION PLAN - TRANSFER STATION PROPERTY

Purpose of the survey is to retrace the northerly boundary of the property which is owned by Haines & Kibblehouse (H&K). This survey information will be used to generate a Minor Subdivision Plan to expand the Transfer Station lot to include the encroachment area. Cost of \$5,150.00 plus expenses.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the proposal submitted by BIA for the Minor Subdivision Plan at the Transfer Station. Cost of \$5,150.00.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

4) PURCHASE ADDITIONAL TRANSFER STATION COMPACTOR

Quote's received for (1) new 2-yard stationary compactor:

Eagle Equipment Corporation- \$16,220.00
BE Equipment, Inc.- \$17,055.00
Winter Equipment Corporation - \$14,965.00

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

5) CONCRETE & FIBER FOR NEW COMPACTOR- ROCKHILL CONCRETE

Cost of concrete \$1,560.00. Installation of the pads will be completed by township employees.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

6) QUOTE RECEIVED: WB ELECTRIC FOR COMPACTOR DISCONNECT

Install safety switch, weatherproof junction box, tie into existing circuit. Total cost \$750.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

7) QUOTE RECEIVED: AG-INDUSTRIAL- FERTILIZER SPREADER

Poly spin spreader \$650.00, assemble to tractor and adjustments \$80.00. Total \$730.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

G. PFT PARK AND RECREATION

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR OCTOBER 2020

TRANSFER STATION

1) BULK AMOUNT for OCTOBER 2020---\$ 958.00 Year to Date Total: \$ 10,041.01

2019-2020 Pro-Rated Permits	(0)	0.00
2019-2020 Residential Permits	(2)	100.00
2020-2021 Residential Permits	(21)	916.67
2020-2021 Commercial Permits	(0)	0.00
2020-2021 Pro-Rated Permits	(5)	189.12

TOTAL DEPOSITS \$1,205.79

TOTAL DEPOSITS \$2,163.79

2) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR OCTOBER 2020-

Administrative & Financial Requests: (See Attached Lists)

Submitted: 43 / Responded: 47 / Total Hours: 31.5 hrs.

Zoning & Septic Requests: Submitted: 36 / Responded: 36

I. ZONING DEPARTMENT - Kathryn Forry submitted Zoning Report for OCTOBER 2020.

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____; CB _____; TC____; RM____ **MOTION**_____

REMINDERS:

- 1) *The Next Regular Board of Supervisors Meeting will be held Monday, December 7th, at 7:00 p.m.***
- 2) *The Park and Recreation will hold their monthly meeting on Thursday, November 19th, at 6:30 p.m. at the PFT Park.***
- 3) *The Planning Commission will hold their monthly meeting on Monday, November 23rd, at 6:00 p.m. (If needed).***
- 4) *The Township Office will be closed on Thursday & Friday, November 26th & 27th for Thanksgiving Holiday.***

DANA VITALE
TOWNSHIP SECRETARY

THOMAS CROSS
CHAIRMAN, BOARD OF SUPERVISORS

