

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

February 3, 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:** Was held January 14, 2020 at 8:00 a.m. to discuss Personnel Terms & Conditions.

:

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

C. **MEETING MINUTES:**

(1) **REORGANIZATION MEETING ON JANUARY 6, 2020**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the Annual Reorganization Meeting Minutes from January 6, 2020.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**(2) REGULAR BOS MEETING ON JANUARY 6, 2020**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from January 6, 2020.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**(3) SPECIAL MEETING ON JANUARY 10, 2020**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the Special Meeting Minutes from January 10, 2020.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) JIM THORPE NEIGHBORHOOD BANK POOLED INVESTMENTS (No Motion)**

**2) THANK YOU REGARDING FIRE CO. #1 DISPATCHED CALL (No Motion)**

Resident expressed thank you to Fire Co. #1 for their great job in answering a 911 call of Carbon Monoxide activation.

**3) DIMMICK MEMORIAL LIBRARY DONATION REQUEST**

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**4) PENN EAST/UGI PIPELINE PROJECT UPDATE (No Motion)**

**E. TREASURER’S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 01/31/2020)**

Township General Fund:	\$ 3,274,919.99	State Liquid Fuels Fund:	\$ 110,734.65
Sanitation Fund:	\$ 870,266.09	Park/Recreation:	\$ 348,862.92
Septic Fund:	\$ 233,943.93	Payroll:	\$ 12,171.91
SALDO:	\$ 9,209.53	Debit Card:	\$ 2,377.77
Rent :	\$ 24.47		
<b>TOTAL:</b>			<b>\$ 4,862,511.26</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 01/31/2020)**

Account Ending: 3394/ #5851 -	\$ 256,788.45 (6 month CD)
3382/ #4619 -	\$ 256,788.49 (6 month CD)

3383/ #4686 - \$ 519,827.92 (1 yr CD)  
1301/#1301- \$ 2,017,243.00 (13 month CD)

---

**TOTAL: \$ 3,050,647.86**

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 01/31/2020)**

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

---

**TOTAL: \$ 310,672.56**

---

**TOTAL FUNDS ON DEPOSIT: \$ 8,223,831.68**

1) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept Treasurer's Report for JANUARY 2020 (Subject to Audit).

ROLL CALL: JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

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

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to pay the bills for JANUARY 2020.

ROLL CALL: JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**F. NEW BUSINESS:**

**THOMAS CROSS, CHAIRMAN**

1) **DISCUSSION: PUBLICLY REQUEST LETTERS OF INTEREST FOR ALL APPOINTED POSITIONS**

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

ROLL CALL: JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

2) **KIRK, SUMMA & CO. REVIEW OF TOWNSHIP TREASURER'S CASH ACCOUNT**

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Kirk, Summa's Independent Accountants' Report.

ROLL CALL: JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

3) **RESOLUTION NO. 4 OF 2020- AUTHORIZATION OF SIGNATURES MAUCH CHUNK TRUST**

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ **RESOLUTION NO. 4 OF 2020-** Authorizing signatures at Mauch Chunk Trust Bank.

ROLL CALL: JK\_\_\_; SL\_\_\_; CB \_\_\_; TC\_\_\_; RM\_\_\_ MOTION\_\_\_\_\_

4) **TEAMSTER LOCAL 773 UNION CONTRACT REVISION: MEMORANDUM OF UNDERSTANDING**

Changes made to reflect Transfer Station hours of work on a rotational basis on Saturdays will be paid overtime, if applicable. Township Labor Attorney approved.

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the Teamster Local 773 Memorandum of Understanding to reflect the said changes to Transfer Station hours of work on a rotational basis on Saturdays.

ROLL CALL: JK\_\_\_; SL\_\_\_; CB \_\_\_; TC\_\_\_; RM\_\_\_ MOTION\_\_\_\_\_

5) **BANK AGREEMENT- ADD ROGER MECKES ON DEBIT CARD ACCOUNT**

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ **ROGER MECKES** to Debit Card Account at Mauch Chunk Trust..

ROLL CALL: JK\_\_\_; SL\_\_\_; CB \_\_\_; TC\_\_\_; RM\_\_\_ MOTION\_\_\_\_\_

6) **DISCUSSION: OPTIONAL ADD-ON INSURANCE WITH DGK INSURANCE**

Optional add-on insurance available that would cover the BOS and Misc. Volunteers that Workers Comp. would not cover.

7) **OPEN INVOICES- DELIQUENT GARBAGE NOTICES**

Send collection letters for open invoices of \$300.00 or more.

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Attorney Nanovic to send collection letters for open invoices.

ROLL CALL: JK\_\_\_; SL\_\_\_; CB \_\_\_; TC\_\_\_; RM\_\_\_ MOTION\_\_\_\_\_

**ROGER MECKES, ROADMASTER**

1) **ROADMASTER REPORT FOR JANUARY 2020**

2) **ELECTRONIC RECYCLING PROGRAM FOR 2020**

Dates and Information received for Electronic Recycling for 2020 (see enclosed pricing).

**Available---Saturday during July –11<sup>th</sup>, 18<sup>th</sup>, & 25<sup>th</sup>**

**RESERVED JULY 18<sup>th</sup>**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to schedule \_\_\_\_\_ for the 2020 Electronic Recycling Event for (6) hours, 9am - 3pm (or until trucks are full) at the Transfer Station.

ROLL CALL: JK\_\_\_; SL\_\_\_; CB \_\_\_; TC\_\_\_; RM\_\_\_ **MOTION**\_\_\_\_\_

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

**CareNet of Carbon County**- a faith based, community supported, non-profit that exists to build healthy families through education and support. They are requesting permission to utilize the Park again this year to hold their WALK/RUN FOR LIFE FUNDRAISER. Event will be held on **May 30<sup>th</sup>** at 10:00 a.m. (see attached).

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_ to \_\_\_\_\_ CareNet of Carbon County to hold their Walk/Run For Life Fundraiser at PFT Park & Recreation on May 30, 2020.

ROLL CALL: JK\_\_\_; SL\_\_\_; CB \_\_\_; TC\_\_\_; RM\_\_\_ **MOTION**\_\_\_\_\_

### **DISCUSSION: PARK PUMP TRACK**

## **H. REPORTS:**

### **ROGER MECKES, ROADMASTER**

**STONEY CREEK ROAD REPORT-** SUBMITTED BY BIA ENGINEER

### **TRANSFER STATION**

#### **1) BULK AMOUNT for JANUARY 2020---\$ 1,122.00 Year to Date Total: \$ 1,122.00**

2018-2019 Residential Permits	(7)	350.00
2019-2020 Commercial Permits	(0)	0.00
2019-2020 Pro-Rated Permits	(8)	198.60
2019-2020 Residential Permits	(21)	1,050.00

**TOTAL DEPOSITS      \$1,598.60**

**TOTAL DEPOSITS      \$2,720.60**

**2) ADMINISTRATIVE REPORTS**

**A) RIGHT-TO-KNOW REQUESTS FOR JANUARY 2020**

**Administrative & Financial Requests: (See Attached Lists)**

**Submitted: 25 / Responded: 25 / Total Hours: 20.5 hrs.**

**Zoning & Septic Requests: Submitted: 18 / Responded: 18**

**I. ZONING DEPARTMENT Kathryn Forry submitted Zoning Report for JANUARY 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, March 2<sup>nd</sup>, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Thursday, February 20<sup>th</sup>, at 6:30 p.m. at the Township Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, February 24<sup>th</sup>, at 6:00 p.m. (If needed).*
- 4) *The Township Office will be closed on Monday, February 17<sup>th</sup> in observance of President's Day Holiday. The Transfer Station will be open regular hours.*

\_\_\_\_\_  
DANA VITALE  
TOWNSHIP SECRETARY

\_\_\_\_\_  
THOMAS CROSS  
CHAIRMAN, BOARD OF SUPERVISORS