

**PENN FOREST TOWNSHIP
BOARD OF SUPERVISORS
2010 STATE ROUTE 903
MEETING MINUTES**

April 6, 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 March 30th at 6:30 p.m. to discuss personnel.

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

C. MEETING MINUTES

(1) REGULAR BOS MEETING ON MARCH 2, 2020

MOTION made by Supervisor Cross, Second by Supervisor Lignore to approve the BOS Meeting Minutes from March 2, 2020.

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

(2) EMERGENCY MEETING ON MARCH 19, 2020

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to approve the Emergency Meeting Minutes from March 19, 2020.

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) PENN EAST/UGI PIPELINE PROJECT MARCH UPDATE (No Motion)

E. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 03/31/2020)

Township General Fund:	\$ 3,483,922.27	State Liquid Fuels Fund:	\$ 203,478.16
Sanitation Fund:	\$ 853,801.91	Park/Recreation:	\$ 348,868.91
Septic Fund:	\$ 240,455.93	Payroll:	\$ 14,625.50
SALDO:	\$ 9,209.53	Debit Card:	\$ 2,201.50
Rent :	\$ 8,029.67		
TOTAL:			\$ 5,164,593.38

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 03/31/2020)

Account Ending:	3394/ #5851 -	\$ 257,314.92	(6 month CD)
	3382/ #4619 -	\$ 257,314.96	(6 month CD)
	3383/ #4686 -	\$ 521,789.77	(1 yr CD)
	1301/#1301-	\$ 2,024,402.00	(13 month CD)
TOTAL:		\$ 3,060,821.65	

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 03/31/2020)

Account Ending:	1495	-	\$ 103,250.60
	1710	-	\$ 104,862.19
	0064	-	\$ 101,962.59
TOTAL:			\$ 310,075.38

TOTAL FUNDS ON DEPOSIT: **\$ 8,535,490.41**

1) MOTION made by Supervisor Cross, Second by Supervisor Lignore to accept Treasurer’s Report for MARCH 2020 (Subject to Audit).

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

2) PAYMENT OF THE BILLS FOR MARCH 2020

MOTION made by Supervisor Cross, Second by Supervisor Lignore to pay the bills for MARCH 2020.

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

F. NEW BUSINESS:

THOMAS CROSS, CHAIRMAN

1) DISCUSSION: MUNICIPAL BUILDING EMERGENCY LIGHTING REPAIR

WB Electric submitted a proposal to furnish and install new emergency lighting to replace existing lighting currently in service at Municipal Building. (see attached breakdown) Total project cost \$2,077.00.

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **ACCEPT** WB Electric quote to replace existing Emergency Lighting at Municipal Building. Cost \$2,077.00.

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

2) RESOLUTION NO. 6 OF 2020- SUPPORT OF FAIR LEGISLATIVE DISTRICTS IN PA

MOTION made by Supervisor Bartulovich, Second by Supervisor to **ADOPT RESOLUTION NO. 6 OF 2020- SUPPORT OF FAIR LEGISLATIVE DISTRICTS IN PENNSYLVANIA.**

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

3) RATIFY RESOLUTION NO. 7 OF 2020- DECLARATION OF DISASTER OF EMERGENCY

WAS ADOPTED AT THE EMERGENCY MEETING ON MARCH 19, 2020

MOTION made by Supervisor Cross, Second by Supervisor Lignore to Ratify the **ADOPTION RESOLUTION NO. 7 OF 2020- DECLARATION OF DISASTER OF EMERGENCY.**

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

4) RESOLUTION NO. 10 OF 2020- DECLARATION OF DISASTER OF EMERGENCY TO EXTEND UNTIL MAY 19, 2020

MOTION made by Supervisor Cross, Second by Supervisor Lignore TO **ADOPT RESOLUTION NO. 10 OF 2020- DECLARATION OF DISASTER OF EMERGENCY.**

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

5) RESOLUTION NO. 8 OF 2020- GREENWAYS, TRAILS, AND RECREATION GRANT

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to **ADOPT RESOLUTION NO. 8 OF 2020- GREENWAYS, TRAILS AND RECREATION GRANT.**

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

6) TEAMSTER LOCAL 773 UNION CONTRACT REVISION: MEMORANDUM OF UNDERSTANDING

Changes made *“For compensatory time earned in the fiscal quarter ending March 31, 2020, employees must either utilize such time by June 2020 or received compensation for same.”*

MOTION made by Supervisor Cross, Second by Supervisor Meckes to **ACCEPT** the Teamster Local 773 Memorandum of Understanding to reflect the changes *“For compensatory time earned in the fiscal quarter ending March 31, 2020, employees must either utilize such time by June 2020 or received compensation for same.”*

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

7) DISCUSSION: SAMPLE RESOLUTIONS- PFT VOLUNTEER FIRE CO’S

Enclosed 2 sample Resolutions Mahoning Township adopted. Recognizing the fire company for immunity from law suits and resolution to provide workers compensation coverage to the fire fighter when they are performing non-firefighting activities. **TABLED**

8) DISCUSSION: VOLUNTEER TAX CREDITS

Attorney Nanovic submitted proposed Ordinance- **TABLED**

9) DISCUSSION: ERASER DEEP CLEANING SERVICE-MUNICIPAL OFFICE

MOTION made by Supervisor Cross, Second by Supervisor Lignore to UTILIZE Eraser Deep Cleaning Service before the reopening of the Municipal Building.

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

10) DISCUSSION: CHAIRMAN & ROADMASTER EXPENDITURES

Authorization for Chairman & Roadmaster to make purchases up to certain dollar amount with approval from one other Supervisor.

MOTION made by Supervisor Cross Second by Supervisor Lignore to AUTHORIZE Roadmaster and Chairman to make purchases up to the cost of \$1,500 with one other Supervisors signature.

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

11) DISCUSSION: DIETRICH CAMPGROUND PERMIT APPLICATION

NO MOTION REQUIRED

ROGER MECKES, ROADMASTER

1) AG-INDUSTRIAL QUOTE-

Powerhead \$399.95, Hedge Trimmer \$179.99, 2-Blowers \$279.98, Brushcutter \$99.99, Bristle Brush \$279.99, Kmshaft Extension \$79.99. Total for all \$ 1,055.99 which includes the discount of \$263.99.

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to APPROVE AG INDUSTRIAL equipment quote cost of \$ 1,055.99.

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

2) RATIFY THE MOTION TO ACCEPT RESIGNATION- PAUL GALLAGER SABA

Township Laborer Paul Gallagher Saba submitted his resignation letter to the BOS on March 9, 2020, which stated his last day would be Sunday, March 22, 2020.

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to **RATIFY** the acceptance of Paul Gallagher Saba's resignation letter, effective March 22, 2020.

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

3) JOHN DEERE BACKHOE ATTACHMENTS QUOTE-

2016 Johns Forks \$3,000, 2020 Johns Exterior Rear Mirrors \$560.00, 2020 Air Ride Seat Conversion Kit \$1,685.50 **TOTAL \$5,245.50**

MOTION made by Supervisor Meckes, Second by Supervisor Cross to **APPROVE** John Deere Backhoe Attachments.

ROLL CALL: JK-YES; SL-NO; CB-NO; TC-NO; RM- YES **MOTION FAIL**

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to **APPROVE** John Deere Backhoe Attachments, excluding the 2016 Johns Forks total cost \$2,245.50.

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

4) RATIFY THE MOTION TO PURCHASE PICK-UPTRUCK LINER SPRAY & OTHER

Bed Liner Spray \$750.00, Rear Mud Flaps \$40.00, Auto Vent Shades \$69.00 & \$79.00, Front Mud Flaps \$39.00, Spreader Controller Mount \$100.00, Labor \$400.00 **TOTAL \$1,477.00**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to **RATIFY THE MOTION** to purchase the Bed Linder Spray & other items for Pick-up Truck, total cost of \$1,477.00.

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

G. PFT PARK AND RECREATION

1) SECURITY PROPOSALS - MUNICIPAL BUILDING & PARK (SEE ATTACHED)

Quotes received from Control Security & ADT for surveillance cameras

MOTION made by Supervisor Lignore, Second by Supervisor Bartulovich to ACCEPT proposal from Control Security for surveillance cameras at the Park ONLY. Cost \$3,250.00

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR MARCH 2020

All grass mower equipment is already to go.

HIRE PART- TIME SEASONAL HELP

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to hire PART-TIME SEASONAL General Laborer.

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

TRANSFER STATION

1) BULK AMOUNT for MARCH 2020---\$ 539.00 Year to Date Total: \$ 2,691.01

2018-2019 Residential Permits	(3)	150.00
2019-2020 Commercial Permits	(0)	0.00
2019-2020 Pro-Rated Permits	(7)	113.28
2019-2020 Residential Permits	(10)	500.00

TOTAL DEPOSITS \$1,302.28

TOTAL DEPOSITS \$3,454.29

2) **ADMINISTRATIVE REPORTS**

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

Administrative & Financial Requests: (See Attached Lists)

Submitted: 17 / Responded: 17/ Total Hours: 12.5 hrs.

Zoning & Septic Requests: Submitted: 12/ Responded: 12

3) **RESOLUTION NO. 9 OF 2020- ESTABLISH TRANSFER STATION PERMITS AND FEES**

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to AMEND **RESOLUTION NO. 9 OF 2020- ESTABLISH TRANSFER STATION PERMITS & FEES** to preclude light commercial garbage permit from depositing human waste at the Transfer Station.

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

4) **COMMUNITY OF BELTZVILLE LAKE ESTATES & INDIAN MOUNTAIN LAKES—
Garbage Exemption**

Letter and all required information received requesting Exemption for the 2020-2021 Garbage Permit fees for residents of Beltzville Lake Estates & Indian Mountain Lakes.

MOTION made by Supervisor Cross, Second by Supervisor Lignore to **EXEMPT** Beltzville Lake Estates & Indian Mountain Lakes for the 2020-2021 Garbage Permit Fees .

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

5) **MURPHY LUMBER QUOTE - MAINTENANCE BUILDING**

Installation quote received for the Maintenance Building. Total \$1,807.63

MOTION made by Supervisor Cross, Second by Supervisor Lignore to **ACCEPT** quote received from Murphy Lumber for Installation, cost of \$1,807.63.

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

I. **ZONING DEPARTMENT** Kathryn Forry submitted Zoning Report for MARCH 2020

J. PUBLIC COMMENTS – (3 Minute Limit)

NONE

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:15 P.M.

MOTION to adjourn meeting by Supervisor Cross, Second by Supervisor Lignore

ROLL CALL: JK- YES; SL-YES; CB-YES; TC-YES; RM-YES **MOTION PASSED**

REMINDERS:

- 1) The Next Regular Board of Supervisors Meeting will be held Monday, May 4th; at 7:00 p.m. (Board to Investigate how the next meeting will take place)***
- 2) The Park and Recreation MAY hold their monthly meeting on Thursday, April 16th, at 6:30 p.m. at the PFT Park. This will be determined at a later date.***
- 3) The Planning Commission will hold their monthly meeting on Monday, April 27th, at 6:00 p.m. (If needed).***
- 4) The Township Office will be closed temporarily until further notice due to the Corona Virus. Office employees are working from home. Transfer Station will remain open with employees on a rotational basis.***
- 5) 2020-2021 Garbage Invoices will be mailed out to residents first week in May.***

DANA VITALE
TOWNSHIP SECRETARY

THOMAS CROSS
CHAIRMAN, BOARD OF SUPERVISORS