

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

June 1, 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 VIRTUAL MEETING ON MAY 4, 2020

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from May 4, 2020.

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

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

- (1) **THANK YOU LETTER FROM PENN KIDDER LIBRARY- PFT DONATION (No motion)**
- (2) **THANK YOU LETTER FROM ROY CHRISTMAN- END GERRY MANDERING (No motion)**
- (3) **EMAIL RECEIVED, TODD LAUDENSCHLAGER, BEAR CREEK LAKES CA**
Discussion: Building Officer's decision regarding a pavilion structure at the North Beach facility.

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 05/29/2020)

Township General Fund:	\$ 3,678,499.83	State Liquid Fuels Fund:	\$ 181,837.34
Sanitation Fund:	\$ 797,027.40	Park/Recreation:	\$ 347,964.89
Septic Fund:	\$ 236,370.93	Payroll:	\$ 7,097.64
SALDO:	\$ 10,459.53	Debit Card:	\$ 1,740.62
Rent :	\$ 35.65		
TOTAL:			\$ 5,261,033.83

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 05/29/2020)

Account Ending:	3394/ #5851 -	\$ 257,851.27	(6 month CD)
	3382/ #4619 -	\$ 257,714.07	(6 month CD)
	3383/ #4686 -	\$ 523,791.88	(1 yr CD)
	1301/#1301-	\$ 2,030,949.29	(13 month CD)
TOTAL:		\$ 3,070,306.51	

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 05/29/2020)

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

TOTAL FUNDS ON DEPOSIT: \$ 8,641,415.72

- 1) **MOTION** made by Supervisor _____, Second by Supervisor _____ to accept Treasurer's Report for MAY 2020 (Subject to Audit).

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

- 2) **PAYMENT OF THE BILLS FOR MAY 2020**

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

ROLL CALL: JK___; SL___; CB ___; TC___; RM___ MOTION_____

F. NEW BUSINESS:

THOMAS CROSS, CHAIRMAN

1) RATIFY RESOLUTION NO. 13 OF 2020- DECLARATION OF DISASTER OF EMERGENCY Extend Resolution until JULY 19, 2020

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ **RESOLUTION NO. 13 OF 2020- DECLARATION OF DISASTER OF EMERGENCY** _____ .

ROLL CALL: JK___; SL___; CB ___; TC___; RM___ MOTION_____

2) DISCUSSION: HIRE WEEKLY CLEANING SERVICE- MUNICIPAL BUILDING

MOTION made by Supervisor _____ Second by Supervisor _____ to _____

ROLL CALL: JK___; SL___; CB ___; TC___; RM___ MOTION_____

3) APPOINT PERSONNEL LIAISON AND HUMAN RESOURCE DUTIES FOR OFFICE EMPLOYEES OF THE TOWNSHIP- Supervisor Cross resigned from this position effective June 1, 2020. Supervisor Bartulovich has expressed interest.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ **Christian Bartulovich** as Personnel Liaison for office employees of the Township.

ROLL CALL: JK___; SL___; CB ___; TC___; RM___ MOTION_____

4) DISCUSSION: PROPOSED EMERGENCY SERVICES ORDINANCE

Review and discuss proposed Ordinance prepared by Attorney Nanovic dated May 6, 2008, which authorizes fire companies and ambulance to recoup costs for certain services and equipment.

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) DISCUSSION: OPEN FIRE ESCROW ACCOUNT AT MAUCH CHUNK BANK

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ Fire Escrow account at Mauch Chuck bank.

ROLL CALL: JK___; SL___; CB ___; TC___; RM___ MOTION_____

2) DISCUSSION: DRAFT RFP FOR CERTIFIED PUBLIC ACCOUNTANT & IT SERVICES

MOTION made by Supervisor _____ Second by Supervisor _____ to _____

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

3) ADOPT RESOLUTION NO. 14 OF 2020- TRANSFERRING FUNDS

Transfer \$35,450.25 in Fire Escrow funds in General Account to the new Fire Escrow account to be opened at Mauch Chunk Bank. Reimburse \$11,706.28 from Park & Recreation to Liquid Fuels for the new lawn mowers.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ **RESOLUTION NO. 14 OF 2020- TRANSFERRING FUNDS FROM GENERAL ACCOUNT TO FIRE ESCROW ACCOUNT WITH MAUCH CHUCK BANK AND FROM PARK & RECREATION TO LIQUID FUELS.**

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

ROGER MECKES, ROADMASTER

1) STONEY CREEK DRAINAGE IMPROVEMENTS -- BID RESULTS

MOTION made by Supervisor _____ Second by Supervisor _____ to **ACCEPT** the bid from _____ at the cost of \$ _____ to repair Stoney Creek Drainage.

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

2) DISCUSSION: PROPOSED RESOLUTION FOR VOLUNTEER MEMBERS- WAIVER OF GARBAGE FEE

G. PFT PARK AND RECREATION

**RATIFY THE MOTION FROM APRIL BOS MTG – REVISED QUOTE RECEIVED
ADDITIONAL CAMERAS FOR THE SHED, PAVILLION AND 16 PORT SWITCH.**

See attached breakdown. Total cost \$5,090.00.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ the **REVISED** quote of \$5,090.00 to include the additional cameras and port switch.

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR MAY 2020

TRANSFER STATION

1) BULK AMOUNT for MAY 2020---\$ 620.00 Year to Date Total: \$ 4,080.01

2019-2020 Commercial Permits	(0)	0.00
2019-2020 Pro-Rated Permits	(2)	13.44
2019-2020 Residential Permits	(1)	50.00
2020-2021 Residential Permits	(85)	4,250.00

TOTAL DEPOSITS \$4,933.44

TOTAL DEPOSITS \$8,393.45

2) ADMINISTRATIVE REPORTS

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

Administrative & Financial Requests: (See Attached Lists)

Submitted: 11 / Responded: 11/ Total Hours: 7.75 hrs.

Zoning & Septic Requests: Submitted: 9/ Responded: 9

I. ZONING DEPARTMENT - Kathryn Forry submitted Zoning Report for MAY 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 Tuesday, July 7th, at 7:00 p.m.**
- 2) The Park and Recreation will hold their monthly meeting on Thursday, June 18th, at 6:30 p.m. at the PFT Park.**
- 3) The Planning Commission will hold their monthly meeting on Monday, June 22nd, at 6:00 p.m. (If needed).**
- 4) The Township Building will be closed on Monday, July 6th, in observance of Independence Day. Transfer Station will be open.**

DANA VITALE
TOWNSHIP SECRETARY

THOMAS CROSS
CHAIRMAN, BOARD OF SUPERVISORS

