

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

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

A. EXECUTIVE SESSION:

**B. PUBLIC COMMENTS ON AGENDA ITEMS ONLY - (3 Minute Limit)
NONE**

C. MEETING MINUTES

(1) REGULAR BOS VIRTUAL MEETING ON MAY 4, 2020

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

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

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.

Mr. Laudenschlager- addressed the BOS to discuss the Building Officers decision regarding a 12x8 ft. sun screen shelter pre-fab pavilion that Bear Creek Lakes HOA would like to install at their north beach facility. Building Code officer has classified as Commercial structure and the plans that would need to be drawn would supersede the cost of the pavilion. Building Code Officer states this is not considered Residential as it is not attached to a residential property. It is for Commercial use and she must follow the PA UCC Code.

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 Cross, Second by Supervisor Lignore to accept Treasurer's Report for MAY 2020 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR MAY 2020

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

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

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 Bartulovich, Second by Supervisor Meckes to ADOPT **RESOLUTION NO. 13 OF 2020- DECLARATION OF DISASTER OF EMERGENCY.**

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

2) DISCUSSION: HIRE WEEKLY CLEANING SERVICE- MUNICIPAL BUILDING

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to NOT hire cleaning service.

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

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 Bartulovich, Second by Supervisor Lignore to **ACCEPT** resignation from Tom Cross as Office Liaison effective June 1, 2020.

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to APPOINT **Christian Bartulovich** as Personnel Liaison for office employees of the Township.

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

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.

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to have Solicitor advertise for the July 7th BOS meeting.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **OPEN** Fire Escrow account at Mauch Chunk Bank.

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **DRAFT RFP** to look for services.

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

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 Bartulovich, Second by Supervisor Cross to ADOPT **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-YES; SL-YES; CB-YES; TC-YES; RM- YES **MOTION PASSED**

ROGER MECKES, ROADMASTER

1) STONEY CREEK DRAINAGE IMPROVEMENTS -- BID RESULTS

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to **ACCEPT** the bid with Alternate from Barletta Materials & Construction at the cost of \$132,964.85 to repair Stoney Creek Drainage.

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

2) DISCUSSION: PROPOSED RESOLUTION FOR VOLUNTEER MEMBERS- WAIVER OF GARBAGE FEE Tom Nanovic will update the definition of Volunteer.

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 Bartulovich, Second by Supervisor Lignore to ACCEPT the REVISED quote of \$5,090.00 to include the additional cameras and port switch.

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR MAY 2020

Running tracks bids were prepared and other roads are going to be fixed. Potholes are in the process of being repaired. New mowers are working out wonderful. Transfer station has been packed to capacity.

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)

DAVID MICHAEL- PFT EMC- I would like to thank the BOS for all your help and support toward the Ordinance. I have a question, could the township provide a letter of support for Volunteers to give to their HOAs to help reduce fees. David Michael will draft of letter for the Board to sign.

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

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

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 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