

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

September 8, 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 AUGUST 3, 2020

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from August 3, 2020.

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

(2) SPECIAL MEETING ON AUGUST 17, 2020

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Special Meeting Minutes from August 17, 2020.

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

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

(1) CARBON COUNTY COMMISSIONERS REQUEST LETTER OF SUPPORT

For the inclusion in the forthcoming grant applications to finance the completion of the ongoing construction of the emergency services training center.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Carbon County Commissioners request for a letter of support.

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

(2) JIM THORPE POLICE DEPARTMENT REQUEST FIRE POLICE ASSISTANCE

With pedestrian crossing, traffic and crowd control during October weekends.

MOTION made by Supervisor _____, Second by Supervisor _____, to _____ the request for Fire Police assistance during October weekends.

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

(3) NOTIFICATION LETTER- KCI TECHNOLOGIES, FIBER OPTIC INSTALLATION

The PA Turnpike Commission has a project to install approximately 110 miles of fiber optic cable along the paved shoulder and maintained right of way of the NE extension of the PA turnpike.

(4) PENNEAST/UGI PIPELINE PROJECT UPDATE

E. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 08/31/2020)

Township General Fund:	\$ 4,351,305.61	State Liquid Fuels Fund:	\$ 183,052.02
Sanitation Fund:	\$ 353,293.57	Park/Recreation:	\$ 327,317.57
Septic Fund:	\$ 250,660.93	Payroll:	\$ 14,119.35
SALDO:	\$ 11,709.53	Debit Card:	\$ 3,033.42
Rent :	\$ 8,041.97	Fire Escrow	0.00
TOTAL:			\$ 5,502,533.97

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 08/31/2020)

Account Ending:	3394/ #5851 -	\$ 258,454.40	(6 month CD)
	3382/ #4619 -	\$ 258,102.95	(6 month CD)
	3383/ #4686 -	\$ 526,825.98	(1 yr CD)
	1301/#1301-	\$ 2,041,432.77	(13 month CD)

TOTAL: \$ 3,084,816.10

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 08/31/2020)

Account Ending:	1495	-	\$ 103,250.60
	1710	-	\$ 104,862.20
	0064	-	\$ 101,962.60

TOTAL: \$ 310,075.40

TOTAL FUNDS ON DEPOSIT: \$ 8,897,425.47

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

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

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

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

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

F. NEW BUSINESS:

THOMAS CROSS, CHAIRMAN

1) **RATIFY RESOLUTION NO. 21 OF 2020- DECLARATION OF DISASTER OF EMERGENCY-** Extend Resolution another 30 days.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ **RESOLUTION NO. 21 OF 2020- DECLARATION OF DISASTER OF EMERGENCY.**

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

2) **SCHEDULE MEETING DATE/TIME WITH HOA'S: ZONING REGULATION SHORT TERM RENTAL PROPERTIES**

3) **REPLACE BARRY ISETT & ASSOCIATES WITH HANOVER ENGINEERING ASSOCIATES, INC.FOR ENGINEERING & SEO ONLY**

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ Barry Isett & Associates with Hanover Engineering Associates for Engineering & SEO ONLY.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) CONTROL SECURITY QUOTES: CAMERA SYSTEM, SECURITY- TOWNSHIP BUILDING (ATTACHED)

MOTION made by Supervisor _____ Second by Supervisor _____

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

2) KRONOS TIME & LABOR MANAGEMENT QUOTE (ATTACHED)

MOTION made by Supervisor _____ Second by Supervisor _____

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

3) FLUENTSTREAM QUOTE- PHONES & SERVICE- MUNICIPAL BUILDING & TRANSFER STATION (ATTACHED)

MOTION made by Supervisor _____ Second by Supervisor _____

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

4) SET UP 2021 BUDGET MEETING DATES FOR OCTOBER

October _____; _____; _____; _____

5) COLLECTION AGENCY QUOTES

See attached from Empire Credit & Collection, Kinum, Inc. & Portnoff Law Associates.

MOTION made by Supervisor _____ Second by Supervisor _____

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

6) LETTER OF INTENT- DCED- POLICE DEPT STUDY

Letter of intent required submitting to the Governor’s Center for Local Government Service to request technical assistance.

MOTION made by Supervisor _____ Second by Supervisor _____ the letter of intent to submit to the Governor’s Center for Local Government Services.

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

7) MUNICIPAL BUILDING AC UNIT QUOTES: HOME COMFORT SOLUTIONS & SHAWN KRESGE ELECTRIC

AC unit motor needs to be replaced. Cost for motor and installation:
Home Comfort Solutions \$725.00
Kresge Electric \$623.93

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ quote from

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

ROGER MECKES, ROADMASTER

1) ADVERTISE FOR WINTER SNOW REMOVAL BIDS

MOTION made by Supervisor _____, Second by Supervisor _____ to advertise for winter snow removal bids.

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

2) DISCUSSION: EXEMPT DEVELOPMENTS- PURCHASE GARBAGE PERMIT

Residents that reside in developments that have their own trash disposal would like to purchase a garbage permit.

MOTION made by Supervisor _____, Second by Supervisor _____

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

3) TRANSFER STATION MAINTENANCE BUILDING- INSULATION AND HEATER

MOTION made by Supervisor _____, Second by Supervisor _____

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

G. PFT PARK AND RECREATION

1) WB ELECTRIC QUOTE- SOUTH PAVILION LIGHTING

Furnish and install (4) LED weatherproof 4' light fixtures, (1) Weatherproof switch; Total cost \$1,750.00.

MOTION made by Supervisor _____, Second by Supervisor _____ quote received from WB Electric for the lighting at the south pavilion, total cost of \$1,750.00

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

2) ADOPT RESOLUTION NO. 22 OF 2020- AUTHORIZING PFT TO PERMIT FOOD CONCESSIONAIRES

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ **RESOLUTION NO. 22 OF 2020** – Authorizing PFT to permit food concessionaires at the PFT Park.

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

3) SOFTBALL REQUESTED ITEMS - SEE ATTACHED

Total cost of \$575.11

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

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

4) DISCUSSION: PARK MOVIE AND KICK BALL WALL (see attached)

Forest Inn Masonry supply cost for Kick Ball Wall at the park. Total cost \$3,551.70.

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

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

5) JIM THORPE TRACK MEET AT PFT PARK

Athletic Director, Dustin McAndrew, is requesting to utilize the park for a home meet on Wednesday, October 7th 2-5 p.m., due to the closure of the JTHS track.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Jim Thorpe Track meet to be held at the park on October 7th, pending the submission of proper insurance.

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR AUGUST 2020

TRANSFER STATION

1) BULK AMOUNT for AUGUST 2020---\$ 856.00 Year to Date Total: \$ 8,185.01

2019-2020 Pro-Rated Permits	(0)	0.00
2019-2020 Residential Permits	(2)	100.00
2020-2021 Residential Permits	(44)	2,016.67
2020-2021 Commercial Permits	(0)	.00

TOTAL DEPOSITS \$2,116.67

TOTAL DEPOSITS \$2,972.67

2) ADMINISTRATIVE REPORTS

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

Administrative & Financial Requests: (See Attached Lists)

Submitted: 55 / Responded: 55 / Total Hours: 36.75 hrs.

Zoning & Septic Requests: Submitted: 47 / Responded: 47

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

1) Beltz Property Lot Consolidation— Conditional Preliminary/Final Approval

Ms. Patricia A. and Mr. Richard D. Beltz propose the combination of two existing lots (Lots 1131 and 1132) into one lot (Lot 1131A) within the Towamensing Trails Subdivision, Section 5

and the following waivers from SALDO; Section 333.15- (contour lines not shown), Section 333.31- (tree location of all trees over 8 inches in diameter not shown). The Planning Commission recommends to the Township Board of Supervisors to grant the waivers and approve the plan, conditioned upon

satisfying any and all remaining items in the Barry Isett & Associates review letter dated August 3, 2020, and those listed in the Carbon County Planning Commission letter dated August 18, 2020.

a) MOTION made by Supervisor _____, Second by Supervisor _____ to grant the waivers for **SALDO Section 333.15 & 333.31** as recommended by PC, conditioned upon the final payment of any outstanding fees.

ROLL CALL: JK____; SL____; RM____; CB____; TC____ **MOTION**_____

b) MOTION made by Supervisor _____, Second by Supervisor _____ to approve and accept the **plan** as recommended by the Planning Commission, conditioned upon the final payment of any outstanding fees.

ROLL CALL: JK____; SL____; RM____; CB____; TC____ **MOTION**_____

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, October 5th, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Thursday, September 17th, at 6:30 p.m. at the PFT Park.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, September 28th, at 6:00 p.m. (If needed).*

DANA VITALE
TOWNSHIP SECRETARY

THOMAS CROSS
CHAIRMAN, BOARD OF SUPERVISORS