

**PENN FOREST TOWNSHIP
BOARD OF SUPERVISORS
2010 STATE ROUTE 903
Meeting Minutes**

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.

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| 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: NONE

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

Rick Strack from the Park & Recreation Committee wanted to acknowledge the Park & Rec. committee members, Robin McGeehan, Jen Bevilacqua, Todd Fox. We have something going on at the park every night, sports teams, events, Boy Scouts, movie night. People come up to me when in the park and comment on how beautiful it is. I am very proud of everyone's efforts especially Roger & Christian for their encouragement. It is a pleasure working with the group and the Board.

Chris Styer- Carbon County Savages spoke about how he would like to utilize the park for the future dates/winter months. Roger Meckes stated the only conflict he could see is the scheduling of the Soccer Teams on the weekends.

Lauren & Kate Lekite- Spoke about the kick wall for soccer as a training method and individual skills. It helps to train and practice.

C. MEETING MINUTES

(1) REGULAR BOS MEETING ON AUGUST 3, 2020

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

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

(2) SPECIAL MEETING ON AUGUST 17, 2020

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

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

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 Meckes, Second by Supervisor Bartulovich to **APPROVE** the Carbon County Commissioners request for a letter of support.

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

(2) JIM THORPE POLICE DEPARTMENT REQUEST FIRE POLICE ASSISTANCE

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

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to **APPROVE** the request for Fire Police assistance during October weekends.

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

(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-(NO MOTION)

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

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to pay the bills for AUGUST 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. 21 OF 2020- DECLARATION OF DISASTER OF EMERGENCY-** Extend Resolution another 30 days.

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **ADOPT RESOLUTION NO. 21 OF 2020- DECLARATION OF DISASTER OF EMERGENCY** to extend until the first Monday in January (4th).

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to schedule meeting with HOA's for September 30th at 6:00 p.m.

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **REPLACE** Barry Isett & Associates with Hanover Engineering Associates for Engineering & SEO ONLY.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; RM- No **MOTION PASSED**

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

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

TABLED UNTIL NEXT MONTH

2) KRONOS TIME & LABOR MANAGEMENT QUOTE (ATTACHED)

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to **APPROVE** the purchase of TLM-Kronos at the cost of \$1,075.00

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to PURCHASE Fluentstream Technologies Phone system for Municipal Building and removal of the Transfer Station.

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

4) SET UP 2021 BUDGET MEETING DATES FOR OCTOBER

October: 7th; 14th; 21st; 28th at 3:00 p.m.

5) COLLECTION AGENCY QUOTES

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

MOTION made by Supervisor Lignore, Second by Supervisor Bartulovich to accept the quote from Empire Credit Collection service.

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

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 Meckes, Second by Supervisor Bartulovich to **APPROVE** the letter of intent to submit to the Governor's Center for Local Government Services.

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

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 Bartulovich, Second by Supervisor Meckes to **ACCEPT** quote from Kresge Electric cost of \$623.93.

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

ROGER MECKES, ROADMASTER

1) ADVERTISE FOR WINTER SNOW REMOVAL BIDS

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

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

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 Lignore, Second by Supervisor Bartulovich to allow any resident to purchase a garbage permit in the township utilizing the regular policy.

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

3) TRANSFER STATION MAINTENANCE BUILDING- INSULATION AND HEATER

Roger Meckes discussed he would like to get prices.

4) DISCUSSION: FORD F550 SERVICE

Roger Meckes discussed the ongoing issue with repairs to the Ford F550 the hydrologic ram is undersized.

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to authorize Attorney Nanovic to compose and send a letter to Ray Price Ford in Mount Pocono.

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

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 Bartulovich, Second by Supervisor Meckes quote received from WB Electric for the lighting at the South Pavilion, total cost of \$1,750.00.

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

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

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

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

3) SOFTBALL REQUESTED ITEMS - SEE ATTACHED

Total cost of \$575.11

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to **PURCHASE** the requested items at a cost of \$575.11.

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

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 Bartulovich, Second by Supervisor Lignore to **APPROVE** the kick wall at a cost of \$3,551.70.

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

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 JT^{HS} track.

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

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR AUGUST 2020

Stoney Creek Road is done, final walk through next week. Shiffer started today on the trench crossing. Transfer Station is super busy. Part-time Transfer Station employee has been hired.

MOTION TO HIRE JENNA MEDELO, P/T LABORER

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to **HIRE** Jenna Medelo at a P/T Laborer to work at the Transfer Station rate of \$15.45.

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

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 Bartulovich, Second by Supervisor Cross 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-Yes; SL-Yes; CB-Yes; TC-Yes; RM-Yes **MOTION PASSED**

b) MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to approve and accept the **plan** as recommended by the Planning Commission. Conditioned upon the final payment of any outstanding fees and the resolution of the fence issue as noted on the plans.

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

J. PUBLIC COMMENTS – (3 Minute Limit)

None

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 9:20 P.M.

MOTION to adjourn meeting by Supervisor Meckes, 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 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