

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

**January 4, 2021**

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

**B. MEETING MINUTES**

**(1) REGULAR BOS MEETING ON DECEMBER 7, 2020**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from DECEMBER 7, 2020.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**(2) SPECIAL MEETING ON DECEMBER 28, 2020**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Special Meeting Minutes from DECEMBER 28, 2020.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**(1) PENNEAST/UGI PIPELINE PROJECT UPDATE DEC. (no motion)**

**D. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 12/31/2020)**

|                        |                 |                          |                        |
|------------------------|-----------------|--------------------------|------------------------|
| Township General Fund: | \$ 2,332,639.40 | State Liquid Fuels Fund: | \$ 116,013.33          |
| Sanitation Fund:       | \$ 270,307.86   | Park/Recreation:         | \$ 0.00                |
| Septic Fund:           | \$ 276,799.77   | Payroll:                 | \$ 13,508.30           |
| SALDO:                 | \$ 10,722.03    | Debit Card:              | \$ 3,372.05            |
| Rent :                 | \$ 4,045.28     | Fire Escrow              | \$ 23,349.00           |
| <b>TOTAL:</b>          |                 |                          | <b>\$ 3,050,757.02</b> |

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 12/31/2020)**

|                         |                        |               |
|-------------------------|------------------------|---------------|
| Account Ending: #1841 - | \$ 3,496,955.49        | (3 month CD)  |
| #5851 -                 | \$ 258,649.35          | (6 month CD)  |
| #1301 -                 | \$ 2,045,994.45        | (13 month CD) |
| <b>TOTAL:</b>           | <b>\$ 5,801,599.29</b> |               |

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 12/31/2020)**

|                 |                      |  |
|-----------------|----------------------|--|
| Account Ending: |                      |  |
| #0064 -         | \$ 105,410.33        |  |
| <b>TOTAL:</b>   | <b>\$ 105,410.33</b> |  |

**TOTAL FUNDS ON DEPOSIT: \$ 8,957,766.64**

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

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB\_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

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

**MOTION** made by Supervisor\_\_\_\_\_, Second by Supervisor\_\_\_\_\_ to pay the bills for DECEMBER 2020.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB\_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**E. NEW BUSINESS:**

**THOMAS CROSS, CHAIRMAN**

**1) RESOLUTION NO. 2 OF 2021 TO APPOINT CERTIFIED PUBLIC ACCOUNTANT**

To appoint Zelenkofske Axelrod LLC to make an examination of all of the funds of Penn Forest Township for the fiscal year 2020.

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to adopt Resolution No. 2 of 2021 appointing Zelenkofske Axelrod, LLC CPA Firm to perform the 2020 Audit.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB\_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**2) RESOLUTION NO. 3 OF 2021—Appointed Delegate and Alternate for TCC**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to adopt Resolution #3 of 2021 appointing a Delegate \_\_\_\_\_ and an Alternate \_\_\_\_\_ as representatives for the CC Tax Collection Committee.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB\_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**3) RATIFY THE MOTION - RESOLUTION NO. 4 OF 2021- DECLARATION OF DISASTER OF EMERGENCY** Extend Resolution 60 days.

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to adopt Resolution No. 4 of 2021- **DECLARATION OF DISASTER OF EMERGENCY.**

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB\_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**4) RESOLUTION NO. 5 OF 2021- JOIN IN LOCAL GOVT. RISK-SHARING POOL**

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to adopt Resolution No. 5 of 2021- **JOIN AND PARTICPATE IN A LOCAL GOVT. RISK SHARING POOL.**

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB\_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

**1) PFT JOIN CARBON COUNTY COUNCIL OF GOVERNMENTS**

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Carbon County Council of Governments.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB\_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**2) AMENDMENTS TO THE ZONING ORDINANCE-SHORT TERM RENTALS**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Attorney Nanovic to forward Ordinance to the Carbon County Planning Commission and the Township Planning Commission for review and comment.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**ROGER MECKES, ROADMASTER**

**1) B&B BACKFLOW INC. QUOTE- TRANSFER STATION HEATERS - MAINTENANCE BLDG.** Total cost \$6,410.00. (see attached)

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ quote from B&B Backflow Inc. for new heaters at the Transfer Station, total cost of \$6,410.00.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**2) WB ELECTRIC QUOTE -TRANSFER STATION HEATERS**

Electrical power for new heaters at the Transfer Station, total cost \$850.00.  
(see attached)

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ quote from WB Electric for electrical power for the new heaters at the Transfer Station, total cost \$850.00.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**F. PFT PARK AND RECREATION**

**G. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR DECEMBER 2020**

**TRANSFER STATION**

**1) BULK AMOUNT for DECEMBER 2020---\$ 691.00 Year to Date Total: \$ 11,584.01**

|                                      |             |               |
|--------------------------------------|-------------|---------------|
| <b>2019-2020 Pro-Rated Permits</b>   | <b>(0)</b>  | <b>.00</b>    |
| <b>2019-2020 Residential Permits</b> | <b>( 2)</b> | <b>100.00</b> |

|                               |       |            |
|-------------------------------|-------|------------|
| 2020-2021 Residential Permits | (11)  | 550.00     |
| 2020-2021 Commercial Permits  | (0)   | 0.00       |
| 2020-2021 Pro-Rated Permits   | ( 10) | 279.36     |
| TOTAL DEPOSITS                |       | \$929.36   |
| TOTAL DEPOSITS                |       | \$1,620.36 |

**2) ADMINISTRATIVE REPORTS**

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

**Administrative & Financial Requests: (See Attached Lists)**

Submitted: 12 / Responded: 12/ Total Hours: 6 hrs.

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

**H. ZONING DEPARTMENT** - Kathryn Forry submitted Zoning Report for DECEMBER 2020.

**I. 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, February 1<sup>st</sup>, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Thursday, January 21<sup>st</sup>, at 6:30 p.m. at PFT Park.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, January 25<sup>th</sup>, at 6:00 p.m. (If needed).*

\_\_\_\_\_  
DANA VITALE  
TOWNSHIP SECRETARY

\_\_\_\_\_  
THOMAS CROSS  
CHAIRMAN, BOARD OF SUPERVISORS