

**PENN FOREST TOWNSHIP
BOARD OF SUPERVISORS
2010 STATE ROUTE 903
JIM THORPE, PA 18229**

MEETING MINUTES

December 6, 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 Meckes asked that all in attendance stand and recite the "Pledge of Allegiance".

CALL TO ORDER:

Supervisor Meckes called the meeting to order at 7:00 p.m.; Roll Call by Township Secretary.

Members: **Roger Meckes, Chairman
Christian Bartulovich, Vice Chairman
Judith Knappenberger, Supervisor (by phone)
Scott Lignore, Supervisor
Thomas Cross, Supervisor**

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

Executive session was held on 11/9/21 to discuss potential litigation.

Roger Meckes, Supervisor, Pat Holland, Supervisor and Josiah Behrens, Tax Collector were sworn into office from Tom Nanovic.

A. PUBLIC COMMENTS: (3 Minute Limit)

Ned Ramm- Board of Director BCL Stormwater Mgmt. -we have a problem with Storm water runoff as you probably already know. Ken Levit and Tom Larney have been working on this project for the last 3 years. Why we are here BCL is part of the waterway and there is risk of derogation because of the climate change, rail fall, storm run off the water come down off the roads down into BCL. It runs across a number of properties across BCL and sewage systems and picks up contaminates. Ultimately it ends up in the lake. The sediment builds up and we lose flood water storage we lose volume. This results in decrease value of the lake and property values. In 2019 we hired an Engineering Company to come up with a plan. Estimate cost would be \$428,000 to get this project done. We are looking from the Township to help find funding with grants. We are looking for the Township to partner with us to help find funding. We are glad to have our Engineer come in and meet. Supervisor Lignore

stated what is causing the issue, what did we do? We have a lot of communities that have the same issue. Attorney Nanovic stated I represent BCL and they are not asking the township for money. Mr. Ramm stated we have run off come down 903 and from the park and Dollar General and it comes down to us in BCL. Tom Larney stated, we are in a Water Shed area we are looking for ways to diffuse the water from us. Anything that you could do to help out and slow up the work. Supervisor Lignore stated once we open that door is there enough grants out there. Supervisor Bartulovich stated the issue is coming down 903 and since none of that is Township owned how would the Township help you with a State problem. If you were going to do work to divert water it would have to be done on 903. No, all the work would be done on our property. But it's fundamentally the responsibility of whoever has the problem. Attorney Nanovic stated that the issue is that there are grants available and some of them you would need to have the Municipality involved. They would find the grants and the Municipality and would not cost the Township anything and there would be no liability for the township. Supervisor Bartulovich stated I'm not opposed to it, I just want to understand. Supervisor Lignore stated don't take this the wrong way but I think you're putting the carriage before the horse. If you would have come to us stating this are the grants that we found. Mr. Ramm stated, we wanted to come to you first to apply for it. Supervisor Lignore stated I have no issues, you find them and it's not going to cost a thing we'll join you. Supervisor Bartulovich stated definitely worth exploring.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON NOVEMBER 1, 2021

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS Meeting Minutes from NOVEMBER 1, 2021.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

BEAR CREEK LAKES CIVIC ASSOCIATION - STORMWATER RUNOFF PROJECT

Presented to the board (see above)

D. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 11/30/2021)

Township General Fund:	\$ 2,365,690.26	State Liquid Fuels Fund:	\$ 93.57
Sanitation Fund:	\$ 318,766.50	Payroll:	\$ 16,129.46
Septic Fund:	\$ 328,749.47	Debit Card	\$ 4,056.38
SALDO:	\$ 73,297.54	Fire Escrow:	\$ 23,349.00
Rent :	\$ 72.40	American Rescue	\$ 502,657.28
TOTAL:			\$3,632,861.86

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 11/30/2021)

Account Ending: #1841 -	\$ 3,608,256.26	(3 month CD)
#5851 -	\$ 259,210.24	(6 month CD)
#1301 -	\$ 2,049,410.04	(13 month CD)
TOTAL:	\$ 5,916,876.54	

TOTAL FUNDS ON DEPOSIT:

\$ 9,549,738.40

- 1) **MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to accept Treasurer's Report for NOVEMBER 2021 (Subject to Audit).

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

2) **PAYMENT OF THE BILLS FOR NOVEMBER 2021**

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to pay the bills for NOVEMBER 2021.

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

E. OLD BUSINESS:

JUDITH KNAPPENBERGER, SUPERVISOR

PARK VETERANS MONUMENT

Supervisor Knappenberger stated that she spoke to the first commander Mr. Dean from Jim Thorpe Legion and he doesn't care what we put on the stone just give him a call for the dedication. I have to get this done by the end of the month and we need to decide what we want to put on the stone. I gave you three samples to choose from I don't where else to go. I called other Legions and couldn't get a response. I personally am leaning towards the flag with the Eagle. We would have the dedication toward the holiday for the veterans. Make it a complete program. Tom Nanvoic stated why can't we have a contest and have the community involvement if it's going to take a year? Judith stated we need to have everything picked out when placing the order. Supervisor Bartulovich stated that we should just pay the extra cost it's worth it to have community involvement. Judith stated there is no extra cost for the wording it's included with the price of the stone. Josiah Behrens stated if it is going to take a year and it would be dedicated to mid-summer anyway.

Jim Mannix- I just can't come up with something that included everyone in the monument. Just come up with something general. I appreciate your time Judith. How about if we put something out and limit it to like 120 words and put it out for a contest? Supervisor Bartulovich stated to find out what is the maximum amount of wordage allowed on the stone?

F. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

VOLUNTEER TAX CREDIT PROGRAM

PFT Volunteer Fire Co. #1 submitted their notarized list and Volunteer Credit Application for the 2021 tax year.

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore, to **APPROVE** the applications for refund of Municipal Earned Income Tax for year 2021.

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

CHRISTMAS CELEBRATION FOR TOWNSHIP STAFF

Township Secretary is requesting approval to spend up to \$500.00 on catered food for a Christmas Celebration and to shut down the office for approximately one hour.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to allow the spending up to \$500.00 on the Christmas Celebration, is staff is willing to have the party from 4-5pm or if they choose from 12-1pm then the Municipal Building will remain open.

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

DISCUSSION: INDIAN MOUNTAIN LAKES CIVIC ASSOCIATION DEVELOPMENT AGREEMENT

No action required per Tom Nanovic.

WELL ISOLATION DISTANCE EXEMPTION REQUESTS

Well Isolation Distance Exemption request for **Krzystof/Skaza, 155 North Shore Drive (IML)** – Parcel # 2A-51-C1014, Albrightsville. Requesting a waiver of the 100 feet minimum isolation distance for a residential well. Micro mound in the front yard (zone 1) will be no less than 58 feet from the well; the micro mound on the right side yard (zone 2) will be approximately 53 feet from the private well. (see attached for details)

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes, to APPROVE the Well Isolation Distance Exemption request and to require a covenant in the deed for exemption.

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

Well Isolation Distance Exemption request for **Bruce/Smith, 32 Grouse Trail (IML)** – Parcel # 2A-51-LI207, Albrightsville. Requesting a waiver of the 100 feet minimum isolation distance for a residential well. Horizontal distance to the existing well to be 55.5 feet. (see attached for details)

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to APPROVE the Well Isolation Distance Exemption request and to require a covenant in the deed for exemption.

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

BELTZVILLE ENTERPRISES STORAGE UNITS - CERTIFICATION OF WORK COMPLETED

Dan Wilusz, BIA Engineer submitted his final inspection of site work. The applicant is requesting release of funds based upon the inspection results. Mr. Wilusz stated in his review (see attached) that he recommends the Township to release the remaining construction escrow funds of **\$19,000.00.**

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to RELEASE the remaining **\$19,000.00** in escrow funds for the Beltzville Enterprises Storage Units.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

ADOPT THE PROPOSED 2022 BUDGET

<u>General</u>	Revenue-	\$2,476,754.37
	Expenditures-	2,476,754.37
Est- 2022 Begin Balance		\$2,300,000.00
<u>Sanitation</u>	Revenue-	\$422,900.00
	Expenditures-	422,900.00
Est- 2022 Begin Balance		\$350,000.00
<u>State Liquid Fuels</u>	Revenue-	\$261,232.43
	Expenditures-	261,232.43
Est- 2022 Begin Balance		\$93.57 (interest)

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **ADOPT** the 2022 proposed Budget as the final budget for 2022.

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

RESOLUTION NO. 24 OF 2021- APPOINTING ENFORCEMENT OFFICERS

Enforcement of Short-Term Rental Ordinances.

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to **ADOPT** RESOLUTION NO. 24 OF 2021- appointing enforcement officers.

ROLL CALL: JK- no; SL- yes; CB- yes; TC-no; RM- yes **MOTION PASSED**

PURCHASE ADDITIONAL FILE CABINETS - MUNICIPAL OFFICE (see attached)

Tabled until we receive information regarding scanning companies.

AMENDED TO ADD:

Reason: Just received the quote today 12/6/21 at 3:00 p.m. from BRC for internet at the park.

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to accept the quote from BRC for internet at the park, \$5,527.59 for Verizon Make ready work and \$4,509.00 for BRC.

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

JUDITH KNAPPENBERGER, SUPERVISOR

LEHIGHTON AMBULANCE ASSOCIATION

Distribute budgeted funds to Lehighon Ambulance Co.

MOTION made by Supervisor Knappenberger, Second by Supervisor Lignore to donate \$50,000.00 to Lehighon Ambulance Assoc. without taking the employees subscriptions out of the donation.

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

AMENDED TO ADD:

REASON: Was waiting on clarification from Township Labor Attorney.

MOTION made by Supervisor Lignore, Second by Supervisor Cross to give Christmas Bonus of \$2,000.00 from ARP funds to Township Employees, subject to the submission of Memorandum of Understanding from Township Labor Attorney.

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

G. PFT PARK AND RECREATION

Park & Recreation is doing a fabulous job we have a couple of new people. They did a really good job with the tree lighting and well attended. The dog waste stations will be ordered.

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR NOVEMBER 2021

The guys were out last weekend for our first snow event. We put up some new barriers at the Transfer Station. Supervisor Lignore stated someone is dumping black bags on Behrens with kitty litter. The new truck is delivered and at DeJanna and waiting for the new body which is backordered. Delivery the end of January. No word on the broom or the compactor.

TRANSFER STATION

1) BULK AMOUNT for NOVEMBER 2021---\$662 .00 Year to Date Total: \$8,348.00

2020-2021 Residential Permits	(0)	0.00
2020-2021 Pro-Rated Permits	(0)	0.00
2021-2022 Commercial Permits	(0)	0.00
2021-2022 Residential Permit	(11)	<u>1,574.33</u>
TOTAL DEPOSITS		<u>\$2,236.33</u>

2) ADMINISTRATIVE REPORTS –

A) RIGHT-TO-KNOW REQUESTS FOR NOVEMBER 2021-

Administrative & Financial Requests: (See Attached Lists)

Submitted: 58 / Responded: 58 / Total Hours: 50 hrs.

Zoning & Septic Requests: Submitted: 51/ Responded: 51

I. ZONING DEPARTMENT - Kathryn Forry submitted Zoning Report for NOVEMBER 2021.

As you can see from the permit report is has been very, very busy November with STR. License 292 registrations that are started 239 of those are approved, the others are still gathering information. There are 353 total rental units, 60 are in process right now.

Supervisor Bartulovich stated that he would like to commend Kathryn and Phil and everyone who has helped out with this process for doing a great job.

William Lay Lot Consolidation Plan—Conditional Preliminary/Final Re-Approval

Approved at the May 4, 2020 BOS meeting, new plans never submitted

Mr. William Lay, and Ms. Cynthia McCoy propose the combination of two existing lots (lots 197 and 198) into one lot (Lot 197A) within the Sunrise Ridge Subdivision and the following waiver from SALDO; Section 333.31- (tree location of all trees over 8 inches in diameter). 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 March 23, 2020, and those listed in the Carbon County Planning Commission letter dated March 17, 2020.

a) MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to grant the waivers for **SALDO Section 333.31** as recommended by PC.

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

b) MOTION made by Supervisor Meckes, Second by Supervisor Lignore to approve and accept the **plan** as recommended by the Planning Commission, contingent upon the plans being notarized.

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

Supervisor Meckes stated I would like to publicly thank Judy for all of her years of service.

Supervisor Knappenberger stated I would like to thank everyone for putting up with me for 29 years. I really have learned a lot and thank everyone for the time I have spent here. I was the first woman to be elected and lasted that long. It is not an easy job and everyone is not going to agree on everything and hope everything goes well in the Township. I would like to be involved with this Veterans Monument.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:35 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 Reorganization Meeting will be held on Monday, January 3rd at 6:00 p.m. immediately followed by the regular Board of Supervisors Meeting.***
- 2) The Park and Recreation will not hold a December meeting, due to the holidays. The next monthly meeting will be on Thursday, January 20th, at 6:00 p.m.***
- 3) The Planning Commission will hold their monthly meeting via Zoom on Monday, December 27th, at 6:00 p.m. Meeting information will be posted on the Township website.***
- 4) The Township Office will be closed on December 23rd, 24th and December 31st for Christmas and New Year's Holiday.***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS