

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

January 6, 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: **Warren Reiner, Supervisor- (Absent)**
 Judith Knappenberger, Supervisor
 Scott Lignore, Supervisor
 Christian Bartulovich, Supervisor
 Tom Cross, Supervisor

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

A. EXECUTIVE SESSION: None

:

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

C. MEETING MINUTES:

(1) REGULAR BOS MEETING ON DECEMBER 2, 2019

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to approve the BOS Meeting Minutes from December 2, 2019.

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

(2) SPECIAL MEETING ON DECEMBER 12, 2019

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to approve the Special Meeting Minutes from December 12, 2019.

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

(3) SPECIAL MEETING ON DECEMBER 23, 2019

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to approve the Special Meeting Minutes from December 23, 2019.

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

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

- 1) **MAUCH CHUNK TRUST COLLATERALIZED DEPOSIT CONFIRMATION (No Motion)**
- 2) **JIM THORPE NEIGHBORHOOD BANK POOLED INVESTMENTS (No Motion)**
- 3) **AARO PROPOSAL SUBMITTED - ENGINEERING SERVICES**

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 12/31/2019)

| | | | |
|------------------------|-----------------|--------------------------|------------------------|
| Township General Fund: | \$ 3,288,328.06 | State Liquid Fuels Fund: | \$ 139,968.14 |
| Sanitation Fund: | \$ 888,576.80 | Park/Recreation: | \$ 349,283.92 |
| Septic Fund: | \$ 226,708.93 | Payroll: | \$ 6,416.89 |
| SALDO: | \$ 9,209.53 | Debit Card: | \$ 2,404.19 |
| Rent : | \$ 4,024.47 | | |
| TOTAL: | | | \$ 4,914,920.93 |

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 12/31/2019)

| | | | |
|-----------------|---------------|------------------------|---------------|
| Account Ending: | 3394/ #5851 - | \$ 256,429.95 | (6 month CD) |
| | 3382/ #4619 - | \$ 256,516.81 | (6 month CD) |
| | 3383/ #4686 - | \$ 518,816.86 | (1 yr CD) |
| | 1301/#1301- | \$ 2,013,739.36 | (13 month CD) |
| TOTAL: | | \$ 3,045,502.98 | |

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 12/31/2019)

| | | | |
|-----------------|------|---|----------------------|
| Account Ending: | 1495 | - | \$ 103,509.04 |
| | 1710 | - | \$ 105,124.64 |
| | 0064 | - | \$ 102,038.88 |
| TOTAL: | | | \$ 310,672.56 |

TOTAL FUNDS ON DEPOSIT:**\$ 8,271,096.47**

- 1) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Cross to accept Treasurer's Report for DECEMBER 2019 (Subject to Audit).

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

- 2) **PAYMENT OF THE BILLS FOR DECEMBER 2019**

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to pay the bills for DECEMBER 2019.

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

F. NEW BUSINESS:**WARREN REINER, CHAIRMAN**

- 1) **RESOLUTION NO. 2 OF 2020 TO APPOINT CERTIFIED PUBLIC ACCOUNTANT**

To appoint Kirk, Summa, LLC to make an examination of all of the funds of Penn Forest Township for the fiscal year 2019.

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to **Appoint** Kirk, Summa, LLC to make an examination of all of the account funds of the township for the fiscal year 2019.

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

- 2) **RESOLUTION NO. 3 OF 2020—Appointed Delegate and Alternate for TCC**

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to adopt Resolution #3 of 2020 appointing a Delegate Tom Cross and an Alternate Christian Bartulovich as representatives for the CC Tax Collection Committee.

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

- 3) **CANCEL BOND POLICY –TAMMY MCMAHON**

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to **CANCEL** Bond Policy for Tammy McMahon effective date of 1/6/20.

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

- 4) **BOND POLICY- NEW TREASURER LAURA KROUT**

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to **APPROVE** application for Laura Krout Bond Policy, 9 Million cost of \$10,640.00.

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

5) RATIFY THE MOTION TO APPROVE NEW THREE (3) YEAR UNION CONTRACT

Non-monetary changes made to "Article 7-HOURS OF WORK".

- 1) Personal from the road crew may be used to fill short-term vacancy in the office.
- 2) Non-Emergency call out procedure.

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to **approve** the updated (3) year Union Contract with the two non-monetary changes.

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

7) ROADMASTER REPORT FOR DECEMBER 2019

None

G. PFT PARK AND RECREATION

APPROVAL REQUESTED BY THE PARK ADVISORY BOARD

Buddy bench placement and payment of six foot long bench with commemorative plaque to honor Rick Tweed cost \$140.00. Acknowledgement of MCT Bank & Mary Enck for the purchase of the three scoreboards at their total cost of \$19,000.00. Photo shoot to be set up in the spring.

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to **APPROVE** the buddy bench with commemorative plaque and the acknowledgement of MCT Bank and Mary Enck.

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

H. REPORTS:

WARREN REINER, CHAIRMAN

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to **ACCEPT** Supervisor, Warren Reiner's resignation with regrets, effective immediately.

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

TRANSFER STATION

1) BULK AMOUNT for DECEMBER 2019---\$ 246.00 Year to Date Total: \$ 7,790.00

| | | |
|-------------------------------|------|------------|
| 2018-2019 Residential Permits | (7) | 350.00 |
| 2019-2020 Commercial Permits | (0) | 0.00 |
| 2019-2020 Pro-Rated Permits | (1) | 29.76 |
| 2019-2020 Residential Permits | (23) | 1,150.00 |
| TOTAL DEPOSITS | | \$1,529.76 |
| TOTAL DEPOSITS | | \$9,319.76 |

2) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR DECEMBER 2019

Administrative & Financial Requests: (See Attached Lists)

Submitted: 28 / Responded: 28 / Total Hours: 28 hrs

Zoning & Septic Requests: Submitted: 17 / Responded: 17

- I. ZONING DEPARTMENT Kathryn Forry submitted Zoning Report for DECEMBER 2019 and Year End.

J. PUBLIC COMMENTS – (3 Minute Limit)

None

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:25 P.M.

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

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

REMINDERS:

- 1) The Next Regular Board of Supervisors Meeting will be held Monday, February 3, 2020 at 7:00 p.m.***
- 2) The Park and Recreation will hold their monthly meeting on Thursday, January 16, 2020 at 6:30 p.m. at the Township Building.***
- 3) The Planning Commission will hold their monthly meeting on Monday, January 27th, at 6:00 p.m. (If needed).***

DANA VITALE
TOWNSHIP SECRETARY

THOMAS CROSS
CHAIRMAN, BOARD OF SUPERVISORS