

**PENN FOREST TOWNSHIP
Board of Supervisors**

ANNUAL REORGANIZATION MEETING MINUTES
JANUARY 6, 2020

The Annual Reorganization Meeting of the Penn Forest Township Board of Supervisors is being held at the Penn Forest Township Municipal Building, State Route 903, Jim Thorpe, PA.

PLEDGE OF ALLEGIANCE:

Supervisor Thomas Cross asked that all in attendance stand and recite the "Pledge of Allegiance".

CALL TO ORDER:

Supervisor Thomas Cross called the Reorganization Meeting to order at 6:00PM with Roll Call by the Secretary:

Members: **Warren Reiner, Supervisor, (resigned at 6:35pm)**
 Christian Bartulovich, Supervisor, (was sworn in at 6:40pm)
 Thomas Cross, Supervisor
 Judith Knappenberger, Supervisor
 Scott Lignore, Supervisor

Office Staff: **Dana Vitale**
Solicitor **Thomas S. Nanovic (arrived at 6:15 p.m.)**

APPOINTMENT OF TEMPORARY CHAIRMAN:

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to appoint **Supervisor Bartulovich** as the Temporary Chairman for the Reorganization meeting.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

APPOINTMENT OF TEMPORARY SECRETARY:

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to appoint **Dana Vitale** as the Temporary Secretary for the Reorganization Meeting.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes WR-absent **MOTION Pass**

ELECTION OF OFFICERS:

CHAIRMAN:

MOTION made by Supervisor Knappenberger, Second by Supervisor Bartulovich nominating **Supervisor Cross** as the Chairman of the Board for 2020.

ROLL CALL: JK-Yes; SL-No; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

VICE- CHAIRMAN:

MOTION made by Supervisor Knappenberger, Second by Supervisor Cross nominating **Supervisor Bartulovich** as the Vice-Chairman of the Board for 2020.

ROLL CALL: JK-Yes; SL-No; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

PENN FOREST TOWNSHIP SECRETARY/ASSISTANT TREASURER:

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to appoint **Dana Vitale** as the PFT Confidential Secretary/Assistant Treasurer for 2020 at a rate of \$21.50 an hr.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

PENN FOREST TOWNSHIP TREASURER:

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to appoint **Laura Krout** as the PFT Treasurer at a rate of \$18.12 an hour as per the union contract for 2020.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to approve the Bonding for the Township Treasurer and Assistant Treasurer at 9 million dollars each; total cost of \$10,640.00/each.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

PERSONAL LIAISON ON BEHALF OF THE BOS FOR ALL TOWNSHIP OFFICE EMPLOYEES:

MOTION made by Supervisor Knappenberger, Second by Supervisor Bartulovich to appoint **Supervisor Cross** as the Personal Liaison and Human Resource duties for all office employees of the township for 2020.

ROLL CALL: JK-Yes; SL-NO; CB- Yes; TC-Yes; WR-absent **MOTION Pass**

PFT ROADMASTER:

MOTION made by Supervisor Knappenberger, Second by Supervisor Cross to appoint **Supervisor Bartulovich** as the Road Master for the Township for 2020. Duties include work assignments for the all township Laborers.

ROLL CALL: JK-Yes; SL-No; CB-abstain; TC-yes; WR-absent **MOTION Fail**

PFT ASSISTANT ROADMASTER:

MOTION made by Supervisor Knappenberger, Second by Supervisor Bartulovich to appoint **Supervisor Cross** as the Assistant Road Master for the Township for 2020. Duties include work assignments for the township Laborers.

ROLL CALL: JK-Yes; SL- No; CB-Yes; TC- abstain; WR-absent **MOTION Fail**

PFT REPRESENTATIVE and ALTERNATE FOR CARBON COUNTY TAX COLLECTION COMMITTEE

MOTION made by Supervisor Bartulovich , Second by Supervisor Knappenberger to appoint **Supervisor Cross** to represent PFT on the Tax Collection Committee for Carbon County for 2020.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

MOTION made by Supervisor Cross, Second by Supervisor Knappenberger, to appoint **Supervisor Bartulovich** as an alternate representative for PFT on the Tax Collection Committee for Carbon County for 2020.

ROLL CALL: JK-yes; SL-NO; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

TOWNSHIP SOLICITOR:

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to appoint Attorney **Tom Nanovic** to represent the BOS for 2020; Rate of \$130.00 per hr.; Para-Legal fees of \$55.00 per hr.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

DEPOSITORY:

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to approve **Mauch Chunk Trust Co.,** as the Depository for the Township Funds for 2020. Deposits are to be done as needed during bank hours.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

SECRETARY FOR PLANNING COMMISSION MEETINGS

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to appoint **Julie Rossi** as the PFT Planning Commission Secretary for 2020; **AS NEEDED** for Meetings.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

PFT BUILDING CODE OFFICIAL; BUILDING INSPECTOR; COMMERCIAL BUILDING INSPECTOR; THIRD PARTY BUILDING INSPECTOR; ZONING OFFICER; ASSISTANT ZONING OFFICER; CODE ENFORCEMENT OFFICER; SEWAGE OFFICER; WATER ENFORCEMENT OFFICER

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to appoint **Barry Isett and Associates, Inc.** as the Third Party Building Code Official, Building Inspector, Commercial Building Inspector, Building Inspector, Zoning Officer, Assistant Zoning Officer, Code Enforcement Officer, Sewage Officer and Water Enforcement Officer for 2020; See attached fee schedule.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

PFT TOWNSHIP ENGINEER:

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to appoint **Barry Isett and Associates, Inc.** as the Township's Engineer and the Planning Commission's Engineer for 2020.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

VACANCY BOARD:

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich, to appoint **Carl Fazio** as member of the Vacancy Board for 2020.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

EMERGENCY MANAGEMENT COORDINATOR

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross, to appoint **David Michael III** as PFT Emergency Management Coordinator for 2020.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

ASSISTANT EMERGENCY MANAGEMENT COORDINATOR

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich, to appoint **Jerry Dotter** as PFT Assistant Emergency Management Coordinator for 2020;

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

PFT PLANNING COMMISSION MEMBERS (4 YEAR TERM) MEETINGS HELD ON THE 4TH MONDAY

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross, to appoint the following Planning Commission members to serve on the Planning Commission until the term expires. PC members will receive \$10.00 per meeting.

Term dates for Planning Commission Members are as follows:

WILLIAM ENGLISH	12/31/2022	(Letter of interest received)
CHRIS RAU	12/31/2020	
WILLIAM MILLER	12/31/2023	
STACEY VENETOS	(ALTERNATE)	

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

ZONING HEARING BOARD MEMBERS (3 YEAR TERM) MEETINGS HELD ON THE 1ST THURSDAY

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich, to appoint the following Zoning Hearing Board Members to serve on the ZHB until the term expires. ZHB members will receive \$10.00 per hearing.

ROLL CALL: JK-yes; SL-yes; CB-abstain; TC-yes; WR-absent **MOTION Pass**

Term dates for Zoning Hearing Board Members are as follows:

Audrey Wargo	12/31/2021	*Alternate: Shawn Kresge
Patrick Walsh	12/31/2022	
Paul Fogal	12/31/2021	

PENN FOREST TOWNSHIP ELECTED AUDITORS:

- Sean Courtney-----Elected 2 year term (2020-2022)
- James Walck----- Elected 4 year term (2018-2022)
- William Miller-----Resigned (2020-2026)

Auditors will receive \$10.00 for meetings plus mileage reimbursement for 2020

MOTION made by Supervisor Bartulovich, Second by Supervisor Knappenberger, to pay the township auditors for annual meeting and mileage reimbursement for 2020.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION** Pass

PARK RECREATION BOARD MEMBERS:

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to appoint the following Members to the Park Recreation Board for 2020 until the term expires:

Richard Strack—5 yr term (2018-2023)
Jennifer Bevilacqua—2 yr term (2020-2022)

Robin McGeehan---3 yr term (2018-2021)
Todd Fox- 4 yr term (2018-2022)

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION** Pass

BOS MEETINGS FOR 2020:

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to hold the BOS meetings on the **first Monday (unless it is a holiday; meeting will be on Tuesday)** of each month at **7:00PM** at the Penn Forest Township Municipal Building.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION** Pass

MUNICIPAL BUILDING OFFICE HOURS:

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross the PFT Municipal Building Office hours will be 8:00 a.m. to 4:00 p.m., Monday thru Friday (excluding holidays) with employees' hours: 8:00 – 4:00 p.m.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION** Pass

SALARY FOR THE ROADMASTER:

MOTION made by Supervisor Knappenberger, Second by Supervisor Bartulovich to recommend to the Twp Auditors; yearly salary of \$7,700.00 for 2020; to be paid in 12 equal payments of \$641.00 a month plus ; plus \$25.00 for each Driveway Permit reviewed plus reimbursed for mileage at the 2020 Federal rate of \$.57.5 per mile.

ROLL CALL: JK-Yes; SL-NO; CB-Yes; TC-Yes; WR-absent **MOTION** Pass

SALARY FOR THE ASSISTANT ROAD MASTER:

MOTION made by Supervisor Knappenberger, Second by Supervisor Bartulovich to recommend to the Twp Auditors an hourly rate of \$25.00; plus mileage reimbursement at the 2020 Federal rate of \$.57.5 per mile.

ROLL CALL: JK-Yes; SL-NO; CB-Yes; TC-Yes; WR-absent **MOTION** Pass

SALARIES FOR THE BOARD OF SUPERVISORS:

MOTION made by Supervisor Knappenberger, Second by Supervisor Bartulovich to set the Supervisor’s annual salary at \$2,500 as established by Ordinance #1 of 2011 and listed in the 2nd Class Twp Code book. This is to be paid in twelve (12) payments for all Supervisors: **Warren Reiner (resigned)** Scott Lignore; Thomas Cross; Judith Knappenberger; Christian Bartulovich.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

PFT LABORERS AND ADMINISTRATIVE SALARIES:

MOTION made by Supervisor Knappenberger, Second by Supervisor Cross to set the following hourly rates for Township Laborers as per the Union Contract for 2020:

Laborers:

Jerry Enck	\$16.45 per hr	Ricky Ahner	\$16.45 per hr
Paul Gallagher	\$16.45 per hr	Shannon Meckes	\$16.45 per hr
Uwe Pohle	\$16.45 per hr	Bobby Sloss	\$16.45 per hr

ADMINISTRATIVE ASSISTANTS:

Heather Saba	\$16.92 per hr	Julie Rossi	\$16.92 per hr
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ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

RATE FOR MILEAGE REIMBURSEMENT FOR 2020

1) Mileage Reimbursement Rate for Travel - \$.57.5 cents per mile (2020 Federal Rate)

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

ADOPT RESOLUTION #1 OF 2020---PFT TAX RATES FOR 2020

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to adopt Resolution #1 of 2020; PFT Tax Rates for 2020 as listed:

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION Pass**

PENN FOREST TOWNSHIP TAX RATES FOR 2020

Real Estate Taxes	0 Mills (Zero Mills)
Per Capita Tax	\$5.00
Transfer Tax	½ of 1% split with JTASD
Earned Income Tax	½ of 1% split with JTASD
Amusement Tax	2 ½ %

ATTENDING THE PSATS CONFERENCE FOR SUPERVISORS

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to authorize the supervisors’; township secretary and treasurer to attend the 2020 PSATS Conference in Hershey on May 3rd thru May 6th; This includes lodging, mileage and meal reimbursements.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION** Pass

VOTING DELEGATE FOR THE 2020 PSATS CONFERENCE

MOTION made by Supervisor Bartulovich, Second by Supervisor Knappenberger to appoint **Supervisor Cross** as the Township's Voting Delegate at the 2020 PSATS Conference in Hershey.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION** Pass

NO PUBLIC COMMENT

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to adjourn the meeting at 7:08 P.M.

ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; WR-absent **MOTION** Pass

**TOWNSHIP SECRETARY
PENN FOREST TOWNSHIP**

**CHAIRMAN
PENN FOREST TOWNSHIP**