

**PENN FOREST TOWNSHIP  
BOARD OF SUPERVISORS  
2010 STATE ROUTE 903  
MEETING MINUTES**

February 3, 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.

|                 |   |
|-----------------|---|
| <b>Members:</b> | <b>Thomas Cross, Chairman<br/>Christian Bartulovich, Vice Chairman<br/>Judith Knappenberger, Supervisor<br/>Scott Lignore, Supervisor (ABSENT)<br/>Roger Meckes, Supervisor</b> |
|-----------------|---|

|                      |                               |
|----------------------|-------------------------------|
| <b>Office Staff:</b> | <b>Dana Vitale, Secretary</b> |
| <b>Solicitor:</b>    | <b>Thomas S. Nanovic</b>      |

**A. EXECUTIVE SESSION:** Was held January 14, 2020 at 8:00 a.m. to discuss Personnel Terms & Conditions.

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

**C. MEETING MINUTES:**

**(1) REORGANIZATION MEETING ON JANUARY 6, 2020**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Cross to approve the Annual Reorganization Meeting Minutes from January 6, 2020.

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

**(2) REGULAR BOS MEETING ON JANUARY 6, 2020**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Cross to approve the BOS Meeting Minutes from January 6, 2020.

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

**(3) SPECIAL MEETING ON JANUARY 10, 2020**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Cross to approve the Special Meeting Minutes from January 10, 2020.

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

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) JIM THORPE NEIGHBORHOOD BANK POOLED INVESTMENTS (No Motion)**

**2) THANK YOU REGARDING FIRE CO. #1 & #2 DISPATCHED CALL (No Motion)**

Resident expressed thank you to Fire Co. #1 & #2 for their great job in answering a 911 call of Carbon Monoxide activation.

**3) DIMMICK MEMORIAL LIBRARY DONATION REQUEST**

**MOTION** made by Supervisor Meckes; Second by Supervisor Bartulovich to **DONATE** \$2,000.00 to Dimmick Libray.

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

**4) PENN EAST/UGI PIPELINE PROJECT UPDATE (No Motion)**

**E. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 01/31/2020)**

|                        |                 |                          |                        |
|------------------------|-----------------|--------------------------|------------------------|
| Township General Fund: | \$ 3,274,919.99 | State Liquid Fuels Fund: | \$ 110,734.65          |
| Sanitation Fund:       | \$ 870,266.09   | Park/Recreation:         | \$ 348,862.92          |
| Septic Fund:           | \$ 233,943.93   | Payroll:                 | \$ 12,171.91           |
| SALDO:                 | \$ 9,209.53     | Debit Card:              | \$ 2,377.77            |
| Rent :                 | \$ 24.47        |                          |                        |
| <b>TOTAL:</b>          |                 |                          | <b>\$ 4,862,511.26</b> |

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 01/31/2020)**

|                 |               |                               |
|-----------------|---------------|-------------------------------|
| Account Ending: | 3394/ #5851 - | \$ 256,788.45 (6 month CD)    |
|                 | 3382/ #4619 - | \$ 256,788.49 (6 month CD)    |
|                 | 3383/ #4686 - | \$ 519,827.92 (1 yr CD)       |
|                 | 1301/#1301-   | \$ 2,017,243.00 (13 month CD) |
| <b>TOTAL:</b>   |               | <b>\$ 3,050,647.86</b>        |

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 01/31/2020)**

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

**TOTAL FUNDS ON DEPOSIT: \$ 8,223,831.68**

1) **MOTION** made by Supervisor Cross, Second by Supervisor Bartulovich to accept Treasurer’s Report for JANUARY 2020 (Subject to Audit).

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

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

**MOTION** made by Supervisor Bartulovich, Second by Meckes Supervisor to pay the bills for JANUARY 2020.

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

**F. NEW BUSINESS:**

**THOMAS CROSS, CHAIRMAN**

1) **DISCUSSION: PUBLICLY REQUEST LETTERS OF INTEREST FOR ALL APPOINTED POSITIONS-** NO MOTION required. Attorney Nanovic will prepare a draft Resolution for the BOS to review at the March Meeting.

2) **KIRK, SUMMA & CO. REVIEW OF TOWNSHIP TREASURER’S CASH ACCOUNT**

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to **APPROVE** Kirk, Summa’s Independent Accountants’ Report.

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

3) **RESOLUTION NO. 4 OF 2020- AUTHORIZATION OF SIGNATURES MAUCH CHUNK TRUST**

**MOTION** made by Supervisor Cross; Second by Supervisor Meckes to **ADOPT RESOLUTION NO. 4 OF 2020-** Authorizing signatures at Mauch Chunk Trust Bank.

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

4) **TEAMSTER LOCAL 773 UNION CONTRACT REVISION: MEMORANDUM OF UNDERSTANDING**

Changes made to reflect Transfer Station hours of work on a rotational basis on Saturdays will be paid overtime, if applicable. Township Labor Attorney approved.

**MOTION** made by Supervisor Cross; Second by Supervisor Bartulovich to **APPROVE** the Teamster Local 773 Memorandum of Understanding to reflect the said changes to Transfer Station hours of work on a rotational basis on Saturdays.

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

5) **BANK AGREEMENT- ADD ROGER MECKES ON DEBIT CARD ACCOUNT**

**MOTION** made by Supervisor Cross; Second by Supervisor Bartulovich to ADD **ROGER MECKES** to Debit Card Account at Mauch Chunk Trust..

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

6) **DISCUSSION: OPTIONAL ADD-ON INSURANCE WITH DGK INSURANCE**

Optional add-on insurance available that would cover the BOS and Misc. Volunteers that Workers Comp. would not cover. Not at this time.

7) **OPEN INVOICES- DELIQUENT GARBAGE NOTICES**

Send collection letters for open invoices of \$300.00 or more.

**MOTION** made by Supervisor Cross; Second by Supervisor Bartulovich to **AUTHORIZE** Attorney Nanovic to send collection letters for open invoices.

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

**ROGER MECKES, ROADMASTER**

1) **ROADMASTER REPORT FOR JANUARY 2020**

So far so good! Roads are ok were trying our best to keep the roads de-iced. Trucks are due mid-February to the end of February.

2) **ELECTRONIC RECYCLING PROGRAM FOR 2020**

Dates and Information received for Electronic Recycling for 2020 (see enclosed pricing).

Available---Saturday during July –11<sup>th</sup>, 18<sup>th</sup>, & 25<sup>th</sup>

**RESERVED JULY 18<sup>th</sup>**

**MOTION** made by Supervisor Meckes, Second by Supervisor Cross to schedule **July 18<sup>th</sup> & November 14<sup>th</sup>** for the 2020 Electronic Recycling Event for (6) hours, 9am - 3pm (or until trucks are full) at the Transfer Station.

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

## **G. PFT PARK AND RECREATION**

**CareNet of Carbon County**- a faith based, community supported, non-profit that exists to build healthy families through education and support. They are requesting permission to utilize the Park again this year to hold their WALK/RUN FOR LIFE FUNDRAISER. Event will be held on **May 30<sup>th</sup>** at 10:00 a.m. (see attached).

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to **ALLOW** CareNet of Carbon County to hold their Walk/Run For Life Fundraiser at PFT Park & Recreation on May 30, 2020.

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

### **DISCUSSION: PARK PUMP TRACK**

**Todd Fox**- PFT Park & Recreation Committee- spoke about a proposal submitted by DIRTSCULPT to install a PUMP TRACK at the park. It is a Bicycle track that would be paved with bumps and ridges. Insurance issues came up about the liability concern and pricing. Todd Foxx will look at our insurance policy to see how we could save money going forward. Approximate cost would be \$50,000. Supervisor Knappenberger discussed the insurance risk of people getting hurt. Supervisor Bartulovich stated that the walking path needs repair and he didn't know if it was feasible to spend \$50,000 for a track if the path needs work. Tom Nanovic stated that it seems to him that the Liability would be greatly increased.

## **H. REPORTS:**

### **ROGER MECKES, ROADMASTER**

#### **STONEY CREEK ROAD REPORT-** SUBMITTED BY BIA ENGINEER

Drainage would be needed to have the water reduced from washing out the property located on Stoney Creek Road. Dan Wilusz discussed options and general ideas. He discussed several options. Supervisor Meckes stated that his thought process was to go under the road as an option and pave that section of the road to do it now and make sure this is place to fix it once and get it done. Engineer will put the proposal together.

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to have engineer from BIA put together the full project to prepare to put out to bid.

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

## TRANSFER STATION

### 1) BULK AMOUNT for JANUARY 2020---\$ 1,122.00 Year to Date Total: \$ 1,122.00

|                               |      |            |
|-------------------------------|------|------------|
| 2018-2019 Residential Permits | (7)  | 350.00     |
| 2019-2020 Commercial Permits  | (0)  | 0.00       |
| 2019-2020 Pro-Rated Permits   | (8)  | 198.60     |
| 2019-2020 Residential Permits | (21) | 1,050.00   |
| TOTAL DEPOSITS                |      | \$1,598.60 |
| TOTAL DEPOSITS                |      | \$2,720.60 |

### 2) ADMINISTRATIVE REPORTS

#### A) RIGHT-TO-KNOW REQUESTS FOR JANUARY 2020

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

Submitted: 25 / Responded: 25 / Total Hours: 20.5 hrs.

Zoning & Septic Requests: Submitted: 18 / Responded: 18

#### I. ZONING DEPARTMENT Kathryn Forry submitted Zoning Report for JANUARY 2020

### J. PUBLIC COMMENTS – (3 Minute Limit)

**Roy Christman**- Towamensing Trails- I have been going around to township and boroughs to put together a Resolution to put an end to Gerry Mandering. I hope you will consider adopting this Resolution. The Supervisors will review and add it to the March agenda.

**Seth Isenberg** – The Journal - I would like to ask the township to consider using The Journal for your legal advertising.

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:08 P.M.**

**MOTION** to adjourn meeting by Supervisor Meckes, Second by Supervisor Cross

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

**REMINDERS:**

- 1) *The Next Regular Board of Supervisors Meeting will be held Monday, March 2<sup>nd</sup>, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Thursday, February 20<sup>th</sup>, at 6:30 p.m. at the Township Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, February 24<sup>th</sup>, at 6:00 p.m. (If needed).*
- 4) *The Township Office will be closed on Monday, February 17<sup>th</sup> in observance of President's Day Holiday. The Transfer Station will be open regular hours.*

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DANA VITALE  
TOWNSHIP SECRETARY

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THOMAS CROSS  
CHAIRMAN, BOARD OF SUPERVISORS