

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

March 2, 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:	Thomas Cross, Chairman Christian Bartulovich, Vice Chairman Judith Knappenberger, Supervisor Scott Lignore, Supervisor Roger Meckes, Supervisor
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

- A. **EXECUTIVE SESSION:** to be held at 6:30 p.m. to discuss personnel matters.
- B. **PUBLIC COMMENTS ON AGENDA ITEMS ONLY - (3 Minute Limit)**
- C. **MEETING MINUTES:**

(1) REGULAR BOS MEETING ON FEBRUARY 3, 2020

MOTION made by Supervisor Cross, Second by Supervisor Lignore, to approve the BOS Meeting Minutes from February 3, 2020.

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

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) LINDA CHRISTMAN TO PRESENT, SAVE CARBON COUNTY RE: PIPE LINE

Update & Registering as an Intervenor with the Federal Energy Regulatory Commission.

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich, to register as an Intervenor with the FERC.

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

2) CHRISTINE FAZIO: DIMMICK MEMORIAL LIBRARY REPRESENTATIVE

Mrs. Fazio is requesting that the BOS released the budgeted monies for the both PK Library & the remaining monies for Dimmick Memorial Library. PK Library \$5,000 and Dimmick \$ 1,000.

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to **DONATE** the budgeted monies of \$5,000 for PK Library and remaining \$1,000 to Dimmick Library.

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

3) LOIS DITULIO- BEAR CREEK DRIVE- LETTER OF COMPLAINT - TABLED

Mrs. Ditulio submitted a letter of complaint regarding the shooting of fireworks and guns by her new neighbor. She is requesting from the Township to establish a Gun & Firework Ordinance.

4) DIMMICK MEMORIAL LIBRARY- (NO MOTION)

Thank you letter to the BOS for the generous donation of \$2,000.00 to the Library.

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 02/28/2020)

Township General Fund:	\$ 3,356,476.49	State Liquid Fuels Fund:	\$ 83,969.16
Sanitation Fund:	\$ 936,429.43	Park/Recreation:	\$ 348,946.11
Septic Fund:	\$ 242,658.93	Payroll:	\$ 5,733.55
SALDO:	\$ 9,209.53	Debit Card:	\$ 2,355.38
Rent :	\$ 4,028.45		
TOTAL:			\$ 4,989,807.03

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 02/28/2020)

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-	\$2,020,745.62	(13 month CD)
TOTAL:		\$3,054,150.48	

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 02/28/2020)

Account Ending:	1495	-	\$ 103,250.60
	1710	-	\$ 104,862.19
	0064	-	\$ 101,962.59

TOTAL: \$ 310,075.38

TOTAL FUNDS ON DEPOSIT: \$ 8,354,032.89

- 1) **MOTION** made by Supervisor Cross, Second by Supervisor Lignore to accept Treasurer's Report for **FEBRUARY 2020** (Subject to Audit).

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

- 2) **PAYMENT OF THE BILLS FOR FEBRUARY 2020**

MOTION made by Supervisor Cross, Second by Supervisor Meckes to pay the bills for **FEBRUARY 2020**.

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

F. NEW BUSINESS:

THOMAS CROSS, CHAIRMAN

- 1) **ADOPT RESOLUTION NO. 5 OF 2020- PROCEDURE TO FILL VACANCIES**

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **ADOPT RESOLUTION NO. 5- PROCEDURE TO FILL VANCANIES.**

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

- 2) **PFT vs. DALE BURNHAUSER- ACTION REQUIRED- ENTER JUDGEMENT IN CARBON COUNTY PROTHONOTARY**

MOTION made by Supervisor Cross, Second by Supervisor Lignore to enter judgment against Mr. Dale Burnhauser's property.

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

- 3) **RESOLUTION IN SUPPORT OF FAIR LEGISLATIVE DISTRICTS**

Roy Christman presented at the February BOS in regards to establishing a Resolution to support the fair legislative districts in Pennsylvania.

MOTION made by Supervisor Meckes, Second by Supervisor Cross to **ADOPT RESOLUTION** in support of Fair Legislative Districts.

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

4) PER CAPITA PRINTING OF BILLS INCREASE (NO MOTION)

Price increase from .02 to .03 cents per bill for printing.

5) BURKE LOT LINE ADJUSTMENT- TIME EXTENSION REQUESTED

Patricia Burke is requesting a time extension until May 31, 2020. The project has been put on hold until sewage testing can be completed.

MOTION made by Supervisor Cross, Second by Supervisor Meckes to **APPROVE** the time extension for the Burke Lot Line Adjustment until May 31, 2020.

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

6) DISCUSSION: CHRISTIAN BARTULOVICH

- Scan & convert past and future Resolutions/Ordinances in PDF format for placement on the website.
- Redesign Township Website.

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to scan Resolutions & Ordinances in PDF format for the website and redesign the township website.

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

7) DISCUSSION: LETTER OF INTENT- COMMUNITY LEASING PARTNERS

Attorney Nanovic prepared a letter of intent from the township at the request of Community Leasing Partners, for the annual payments to purchase the new pumper/tanker for Fire Co.'s. #1 & #2.

MOTION made by Supervisor Meckes, Second by Supervisor Cross to **APPROVE** the Community Leasing Agreement prepared by Tom Nanovic.

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

MOTION made by Supervisor Meckes, Second by Supervisor Cross to **APPROVE** Section 147(f) Approval and Written Agreement submitted by Community Leasing Partners for Fire Companies 1 & 2 for the purchase of the new tankers to have Chairman, Tom Cross sign subject to Fire Company public hearing.

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

ROGER MECKES, ROADMASTER

1) AG-INDUSTRIAL QUOTES ZERO TURN MOWER & ATTACHEMENT MOWER

(See enclosed)

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to **PURCHASE** 62" DelMorino CS158 Super Flail Mower, cost of \$5,240.00.

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

MOTION made by Supervisor Lignore, Second by Supervisor Cross to **PURCHASE** Toro Z-Master 6000 Series Zero Turn Mower, cost of \$11,706.28.

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

G. PFT PARK AND RECREATION

1) DCED GREENWAYS, TRAILS & RECREATION ACCEPTING APPLICATIONS FOR GRANT

The program requires 15% match. The maximum grant request is \$250,000. The Township would have to commit to \$155,190. Cost estimate attached.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to **APPROVE** the re-submission of the DCED Greenways, Trails application for the expansion of the park playground.

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

2) ADVERTISING BANNER –PARK COMMITTEE TO PRESENT- NO ACTION

3) GAGA BALL PIT APPROVAL- EAGLE SCOUT PROJECT PROPOSAL

The Park Committee is requesting approval to have the Eagle Scouts build a GAGA Ball Pit. Location would be to the left of the Playground. Total cost of \$1,650 would be obtained by fundraising.

MOTION made by Supervisor Lignore, Second by Supervisor Cross to **APPROVE** the Eagle Scouts to build a Gaga Ball Pit at the park, location TBD.

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

4) SECURITY PROPOSALS – ADT & CONTROL SECURITY- TABLED

5) CARBON AMATEUR RADIO CLUB (CARC) PROPOSAL (Mr. Dusablon will present)

Mr. Larry Dusablon submitted a proposal again this year to set up radio communication at the park. The hope is that the public access would help generate interest in the hobby and test their ability to set up equipment at temporary locations. Weekly tests would take place on Wednesday evenings. See enclosure.

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to **APPROVE** CARC to utilize the Park on Wednesday evenings for their Amateur Radio operations.

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

H. REPORTS:

ROGER MECKES, ROADMASTER

1) ROADMASTER REPORT FOR FEBRUARY 2020

We are trying to keep the roads deiced and it has been going well. New backhoe was delivered. Trucks should deliver within a week or two. Transfer Station employee is back from being out sick.

2) STONY CREEK ROAD DRAINAGE- ENGINEER SUBMITTED PROPOSAL

See enclosed proposal submitted by BIA.

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to AUTHORIZE Township Engineer to move forward with project at submitted quote.

ROLL CALL: JK-NO; SL-ABSTAIN; CB-Yes; TC-Yes; RM-Yes **MOTION PASSED**

TRANSFER STATION

1) BULK AMOUNT for FEBUARY 2020---\$ 919.01 Year to Date Total: \$ 2,152.00

2018-2019 Residential Permits	(3)	150.00
2019-2020 Commercial Permits	(0)	0.00
2019-2020 Pro-Rated Permits	(5)	107.52
2019-2020 Residential Permits	(5)	250.00

TOTAL DEPOSITS \$507.52

TOTAL DEPOSITS \$2,659.52

2) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR FEBRUARY 2020

Administrative & Financial Requests: (See Attached Lists)

Submitted: 19 / Responded: 19 / Total Hours: 19.50 hrs.

Zoning & Septic Requests: Submitted: 16 / Responded: 16

3) TOWAMENSING TRAILS POA—Garbage Exemption

Letter and all required documents received requesting Exemption for the 2020-2021 Garbage Permits fees for residents of Towamensing Trails.

MOTION made by Supervisor Meckes, Second by Supervisor Cross to **APPROVE** Towamensing Trails for the 2020-2021 Garbage Permit Fees .

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

I. ZONING DEPARTMENT Kathryn Forry submitted Zoning Report for FEBRUARY 2020

Graves Reverse Subdivision—Conditional Preliminary/Final Approval

Mr. Timothy and Mrs. Celeste Graves have submitted a plan, which proposes the combination of two existing lots (lots 564 and 565) into one lot within the Hickory Run Forest Subdivision, Section 5 & 6 and the following waivers from SALDO; Section 333.14- (indicate the location, width, and purpose of existing easements and utility rights-of-way); Section 333.20- (show all easements or rights-of-way where provided for or owned by public services and any limitations on such easements or rights-of-way within the proposed subdivision tract); 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.

a) MOTION made by Supervisor Cross, Second by Supervisor Lignore to grant the waivers for **SALDO Section 333.14, Section 333.20, and 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 Cross, Second by Supervisor Lignore to approve and accept the **plan** as recommended by the Planning Commission.

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

J. PUBLIC COMMENTS – (3 Minute Limit)

NONE

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:35 P.M.

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

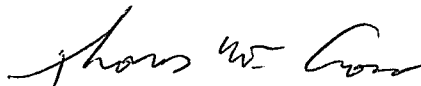
ROLL CALL: JK-Yes; SL-Yes; CB-Yes; TC-Yes; RM-Yes **MOTION PASSED**

REMINDERS:

- 1) *The Next Regular Board of Supervisors Meeting will be held Monday, April 6th, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Thursday, March 19th, at 6:30 p.m. at the Township Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, March 23rd, at 6:00 p.m. (if needed).*



**DANA VITALE
TOWNSHIP SECRETARY**



**THOMAS CROSS
CHAIRMAN, BOARD OF SUPERVISORS**