

**PENN FOREST TOWNSHIP  
BOARD OF SUPERVISORS  
2010 STATE ROUTE 903  
AGENDA**

April 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:** Thomas Cross, Chairman  
Christian Bartulovich, Vice Chairman  
Judith Knappenberger, Supervisor  
Scott Lignore, Supervisor  
Roger Meckes, Supervisor

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

**A. EXECUTIVE SESSION:** was held March 30<sup>th</sup> at 6:30 p.m. to discuss personnel.

**B. PUBLIC COMMENTS ON AGENDA ITEMS ONLY - (3 Minute Limit)**

**C. MEETING MINUTES**

**(1) REGULAR BOS MEETING ON MARCH 2, 2020**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from March 2, 2020.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**(2) EMERGENCY MEETING ON MARCH 19, 2020**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the Emergency Meeting Minutes from March 19, 2020.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

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

**E. TREASURER’S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 03/31/2020)**

Township General Fund:	\$ 3,483,922.27	State Liquid Fuels Fund:	\$ 203,478.16
Sanitation Fund:	\$ 853,801.91	Park/Recreation:	\$ 348,868.91
Septic Fund:	\$ 240,455.93	Payroll:	\$ 14,625.50
SALDO:	\$ 9,209.53	Debit Card:	\$ 2,201.50
Rent :	\$ 8,029.67		
<b>TOTAL:</b>			<b>\$ 5,164,593.38</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 03/31/2020)**

Account Ending:	3394/ #5851 -	\$ 257,314.92	(6 month CD)
	3382/ #4619 -	\$ 257,314.96	(6 month CD)
	3383/ #4686 -	\$ 521,789.77	(1 yr CD)
	1301/#1301-	\$ 2,024,402.00	(13 month CD)
<b>TOTAL:</b>		<b>\$ 3,060,821.65</b>	

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 03/31/2020)**

Account Ending:	1495	-	\$ 103,250.60
	1710	-	\$ 104,862.19
	0064	-	\$ 101,962.59
<b>TOTAL:</b>			<b>\$ 310,075.38</b>

**TOTAL FUNDS ON DEPOSIT:** **\$ 8,535,490.41**

**1) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept Treasurer’s Report for MARCH 2020 (Subject to Audit).

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

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

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to pay the bills for MARCH 2020.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**F. NEW BUSINESS:**

**THOMAS CROSS, CHAIRMAN**

**1) DISCUSSION: MUNICIPAL BUILDING EMERGENCY LIGHTING REPAIR**

WB Electric submitted a proposal to furnish and install new emergency lighting to replace existing lighting currently in service at Municipal Building. (see attached breakdown) Total project cost \$2,077.00.

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ WB Electric quote to replace existing Emergency Lighting at Municipal Building. Cost \$ \_\_\_\_\_.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**2) RESOLUTION NO. 6 OF 2020- SUPPORT OF FAIR LEGISLATIVE DISTRICTS IN PA**

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ **RESOLUTION NO. 6 OF 2020- SUPPORT OF FAIR LEGISLATIVE DISTRICTS IN PENNSYLVANIA.**

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**3) RATIFY RESOLUTION NO. 7 OF 2020- DECLARATION OF DISASTER OF EMERGENCY**

Extend Resolution until May 1, 2020

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ **RESOLUTION NO. 7 OF 2020- DECLARATION OF DISASTER OF EMERGENCY** \_\_\_\_\_ .

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**4) RESOLUTION NO. 8 OF 2020- GREENWAYS, TRAILS, AND RECREATION GRANT**

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ **RESOLUTION NO. 8 OF 2020- GREENWAYS, TRAILS AND RECREATION GRANT.**

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

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

Changes made “*For compensatory time earned in the fiscal quarter ending March 31, 2020, employees must either utilize such time by June 2020 or received compensation for same.*”

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the Teamster Local 773 Memorandum of Understanding to reflect the changes “*For compensatory time earned in the fiscal quarter ending March 31, 2020, employees must either utilize such time by June 2020 or received compensation for same.*”

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**6) DISCUSSION: SAMPLE RESOLUTIONS- PFT VOLUNTEER FIRE CO'S**

Enclosed 2 sample Resolutions Mahoning Township adopted. Recognizing the fire company for immunity from law suits and resolution to provide workers compensation coverage to the fire fighter when they are performing non-firefighting activities.

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**7) DISCUSSION: VOLUNTEER TAX CREDITS**

Attorney Nanovic submitted proposed Ordinance

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**8) DISCUSSION: ERASER DEEP CLEANING SERVICE-MUNICIPAL OFFICE**

**9) DISCUSSION: CHAIRMAN & ROADMASTER EXPENDITURES**

Authorization for Chairman & Roadmaster to make purchases up to certain dollar amount with approval from one other Supervisor.

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**10) DISCUSSION: DIETRICH CAMPGROUND PERMIT APPLICATION**

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**ROGER MECKES, ROADMASTER**

**1) AG-INUSTRIAL QUOTE-**

Powerhead \$399.95, Hedge Trimmer \$179.99, 2-Blowers \$279.98, Brushcutter \$99.99, Bristle Brush \$279.99, Kmshaft Extension \$79.99. Total for all \$ 1,055.99 which includes the discount of \$263.99.

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**2) RATIFY THE MOTION TO ACCEPT RESIGNATION- PAUL GALLAGER SABA**

Township Laborer Paul Gallagher Saba submitted his resignation letter to the BOS on March 9, 2020, which stated his last day would be Sunday, March 22, 2020.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to **RATIFY** the acceptance of Paul Gallagher Saba's resignation letter, effective March 22, 2020.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**3) JOHN DEERE BACKHOE ATTACHMENTS QUOTE-**

2016 Johns Forks \$3,000, 2020 Johns Exterior Rear Mirrors \$560.00, 2020 Air Ride Seat Conversion Kit \$1,685.50 **TOTAL \$5,245.50**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

- 4) **RATIFY THE MOTION TO PURCHASE PICK-UPTRUCK LINER SPRAY & OTHER**  
 Bed Liner Spray \$750.00, Rear Mud Flaps \$40.00, Auto Vent Shades \$69.00 & \$79.00, Front Mud Flaps \$39.00, Spreader Controller Mount \$100.00, Labor \$400.00 **TOTAL \$1,477.00**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ **RATIFY THE MOTION** to purchase the Bed Linder Spray & other items for Pick-up Truck, total cost of \$1,477.00.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**G. PFT PARK AND RECREATION**

- 1) **SECURITY PROPOSALS - MUNICIPAL BUILDING & PARK (SEE ATTACHED)**  
 Quotes received from Control Security & ADT for surveillance cameras

**H. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR MARCH 2020**

**TRANSFER STATION**

- 1) **BULK AMOUNT for MARCH 2020---\$ 539.00 Year to Date Total: \$ 2,691.01**

2018-2019 Residential Permits	(3)	150.00
2019-2020 Commercial Permits	(0)	0.00
2019-2020 Pro-Rated Permits	(7)	113.28
2019-2020 Residential Permits	(10)	500.00
<b>TOTAL DEPOSITS</b>		<b>\$1,302.28</b>
<b>TOTAL DEPOSITS</b>		<b>\$3,454.29</b>

**2) ADMINISTRATIVE REPORTS**

**A) RIGHT-TO-KNOW REQUESTS FOR MARCH 2020**

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

Submitted: 17 / Responded: 17/ Total Hours: 12.5 hrs.

**Zoning & Septic Requests: Submitted: 12/ Responded: 12**

**3) RESOLUTION NO. 9 OF 2020- ESTABLISH TRANSFER STATION PERMITS AND FEES**

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ **RESOLUTION NO. 9 OF 2020- ESTABLISH TRANSFER STATION PERMITS & FEES.**

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**4) COMMUNITY OF BELTZVILLE LAKE ESTATES & INDIAN MOUNTAIN LAKES—  
Garbage Exemption**

Letter and all required information received requesting Exemption for the 2020-2021 Garbage Permit fees for residents of Beltzville Lake Estates & Indian Mountain Lakes.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Beltzville Lake Estates & Indian Mountain Lakes for the 2020-2021 Garbage Permit Fees .

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**5) MURPHY LUMBER QUOTE - MAINTENANCE BUILDING**

Installation quote received for the Maintenance Building. Total \$1,807.63

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ quote received from Murphy Lumber for Installation, cost of \$1,807.63.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**I. ZONING DEPARTMENT Kathryn Forry submitted Zoning Report for MARCH 2020**

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

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT \_\_\_\_\_ P.M.**

**MOTION** to adjourn meeting by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**REMINDERS:**

- 1) *The Next Regular Board of Supervisors Meeting will be held Monday, May 4<sup>th</sup>, at 7:00 p.m.*
- 2) *The Park and Recreation MAY hold their monthly meeting on Thursday, April 16<sup>th</sup>, at 6:30 p.m. at the PFT Park. This will be determined at a later date.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, April 27<sup>th</sup>, at 6:00 p.m. (If needed).*
- 4) *The Township Office will be closed temporarily until further notice due to the Corona Virus. Office employees are working from home. Transfer Station will remain open with employees on a rotational basis.*
- 5) *2020-2021 Garbage Invoices will be mailed out to residents first week in May.*

\_\_\_\_\_  
**DANA VITALE**  
**TOWNSHIP SECRETARY**

\_\_\_\_\_  
**THOMAS CROSS**  
**CHAIRMAN, BOARD OF SUPERVISORS**