

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

**May 4, 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:**

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

**C. MEETING MINUTES**

**(1) REGULAR BOS MEETING ON APRIL 6, 2020**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from April 6, 2020.

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

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

- (1) RESPONSE LETTER RECEIVED FROM DOYLE HEFFLEY REGARDING PFT SUPPORT OF FAIR LEGISLATIVE DISTRICTS (No motion)**
- (2) THANK YOU LETTER FROM DIMMICK MEMORIAL-PFT DONATION (No motion)**
- (3) KIRK, SUMMA & CO. SUBMITTED ANNUAL AUDIT & FINANCIAL REPORT (No motion) *condensed version was advertised in Times News on April 18, 2020.***
- (4) NOISE COMPLAINT SUBMITTED – KATHI CLARK**

**E. TREASURER’S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 04/30/2020)**

Township General Fund:	\$ 3,495,916.75	State Liquid Fuels Fund:	\$ 203,462.65
Sanitation Fund:	\$ 810,609.24	Park/Recreation:	\$ 348,297.80
Septic Fund:	\$ 243,652.93	Payroll:	\$ 10,381.27
SALDO:	\$ 9,209.53	Debit Card:	\$ 2,025.66
Rent :	\$ 12,033.18		
<b>TOTAL:</b>			<b>\$ 5,135,589.01</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 04/30/2020)**

Account Ending:	3394/ #5851 -	\$ 257,587.35	(6 month CD)
	3382/ #4619 -	\$ 257,587.39	(6 month CD)
	3383/ #4686 -	\$ 522,806.26	(1 yr CD)
	1301/#1301-	\$ 2,027,542.35	(13 month CD)
<b>TOTAL:</b>		<b>\$ 3,065,523.35</b>	

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 04/30/2020)**

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: \$ 8,511,187.74**

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

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

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

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

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

**F. NEW BUSINESS:**

**THOMAS CROSS, CHAIRMAN**

**1) DISCUSSION: PENN BID PROGRAM USAGE- See enclosed**

Program to manage request for Proposals and Bids.

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

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

**2) RESOLUTION NO. 11 OF 2020- RECOGNIZING FIRE COMPANIES**

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to\_\_\_\_\_ **RESOLUTION NO. 11 OF 2020 - RECOGNIZING FIRE COMPANIES**

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

**3) RATIFY RESOLUTION NO. 12 OF 2020- DECLARATION OF DISASTER OF EMERGENCY** Extend Resolution until JUNE 19, 2020

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to\_\_\_\_\_ **RESOLUTION NO. 12 OF 2020- DECLARATION OF DISASTER OF EMERGENCY** \_\_\_\_\_ .

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

**4) VOLUNTEER TAX CREDITS**

Attorney Nanovic submitted proposed Tax Credit Ordinance.

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

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

**5) DISCUSSION: ADOBE ACROBAT PRO DOCUMENT CLOUD PURCHASE**

2 Licenses, monthly rate \$16.99, total yearly cost of \$407.76.

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

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

**6) DISCUSSION: VERIZON RIGHT OF WAY GRANT FOR SERVICE TO CELL TOWER ANTENNA APPROVAL REQUIRED BY THE TOWNSHIP.**

**ROGER MECKES, ROADMASTER**

**1) DISCUSSION : FILLING POTHOLES - SHIFFER BITUMINOUS QUOTE**

1-2 truckloads, total cost of \$3,000.

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

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

**2) DRAFT PLANS- STONEY CREEK DRAINAGE PROJECT**

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

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

**3) BLACKTOP REPAIR- PIPE CROSSING NORTH OF THE TURNPIKE**

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Attorney Nanovic to prepare Bid Specifications for black top repair of the pipe crossing North of the Turnpike.

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

**4) DISCUSSION: FOREST STREET REPAIRS- BELTZVILLE LAKE ESTATES**

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

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

**G. PFT PARK AND RECREATION**

**WALKING TRAIL REPAIRS - PREPARE BID SPECIFICATIONS**

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Attorney Nanovic to prepare bid specifications for repairs to the Park Walking Trail.

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

**PURCHASE PARK INFIELD MIX**

2 Loads delivered not to exceed \$2,400.00

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ 2 loads of Infield Mix for the park, total cost not to exceed \$2,400.00.

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

**H. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR APRIL 2020**

**TRANSFER STATION**

**1) BULK AMOUNT for APRIL 2020---\$ 769.00 Year to Date Total: \$ 3,460.01**

2018-2019 Residential Permits	(1)	50.00	
2019-2020 Commercial Permits	(0)	0.00	
2019-2020 Pro-Rated Permits	(0)		0.00
2019-2020 Residential Permits	(2)	100.00	

**TOTAL DEPOSITS \$919.00**

TOTAL DEPOSITS \$3,610.01

2) **ADMINISTRATIVE REPORTS**

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

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

Submitted: 15 / Responded: 15/ Total Hours: 13.5 hrs.

**Zoning & Septic Requests: Submitted: 10/ Responded: 10**

3) **DISCUSSION: WAVING GARBAGE PERMIT FEES- EMERGENCY SERVICES VOLUNTEERS**

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

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

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

1) **Sacchetti Reverse Subdivision—Conditional Preliminary/Final Approval**

Mr. Robert D. and Mrs. Adrienne Sacchetti propose the combination of two existing lots (lots 261 and 262) into one lot (Lot 262A) within the Marty Axeman in the Poconos, Phase 1, Subdivision and the following waiver from SALDO; 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, conditioned upon satisfying any and all remaining items in the Barry Isett & Associates review letter dated March 20, 2020, and those listed in the Carbon County Planning Commission letter dated March 17, 2020.

a) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to grant the waivers for **SALDO Section 333.31** as recommended by PC.

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

b) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve and accept the **plan** as recommended by the Planning Commission.

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

**2) Bucci Reverse Subdivision—Conditional Preliminary/Final Approval**

Mr. James W. and Mrs. Linda S. Bucci propose the combination of two existing lots (lots 320 and 321) into one lot within the Marty Axeman in the Poconos, Phase 1, Subdivision and the following waiver from SALDO; 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, conditioned upon satisfying any and all remaining items in the Barry Isett & Associates review letter dated March 4, 2020, and those listed in the Carbon County Planning Commission letter dated March 17, 2020.

**a) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to grant the waivers for **SALDO Section 333.31** as recommended by PC.

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

**b) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve and accept the **plan** as recommended by the Planning Commission.

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

**3) William Lay Lot Consolidation Plan—Conditional Preliminary/Final Approval**

Mr. William Lay, and Ms. Cynthia McCoy propose the combination of two existing lots (lots 197 and 198) into one lot (Lot 197A) within the Sunrise Ridge Subdivision and the following waiver from SALDO; 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, conditioned upon satisfying any and all remaining items in the Barry Isett & Associates review letter dated March 23, 2020, and those listed in the Carbon County Planning Commission letter dated March 17, 2020.

**a) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to grant the waivers for **SALDO Section 333.31** as recommended by PC.

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

**b) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve and accept the **plan** as recommended by the Planning Commission.

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

**4) Findle Reverse Suvdivision—Conditional Preliminary/Final Approval**

Mr. David G. and Ms. Joan K. Findle propose the combination of two existing lots (lots 198 and 209) into one lot (Lot 198A) within the Mountain View Section of the Bear Creek Lakes Subdivision and the following waiver from SALDO; Section 331- (provide plans at a scale of 1 inch equals 30 feet), Section 333.15 – (contour lines at vertical intervals on not more than 2 feet), 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, conditioned upon satisfying any and all remaining items in the Barry Isett & Associates review letter dated March 24, 2020, and those listed in the Carbon County Planning Commission letter dated April 21, 2020.

**a) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to grant the waivers for **SALDO Sections 331, 331.15 & 333.31** as recommended by PC.

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

**b) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve and accept the **plan** as recommended by the Planning Commission.

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

**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 \_\_\_\_\_



**REMINDERS:**

- 1) ***The Next Regular Board of Supervisors Meeting will be held Monday, June 1<sup>st</sup>, at 7:00 p.m. (Virtual Meeting TBD)***
- 2) ***The Park and Recreation MAY hold their monthly meeting on Thursday, May 21<sup>st</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 TUESDAY, May 26<sup>th</sup>, at 6:00 p.m. (If needed).***
- 4) ***The Township Office will RE-OPEN on Monday, May 11<sup>th</sup>, with limited staff. PLEASE ABIDE BY CDC'S MASK REGULATIONS WHEN ENTERING THE BUILDING. Transfer Station will remain open.***
- 5) ***The Township Building will be closed on Monday, May 25<sup>th</sup>, in observance of Memorial Day Holiday. Transfer Station will be open.***
- 6) ***2020-2021 Garbage Invoices will be mailed out to resident's first or second week in May.***

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**DANA VITALE  
TOWNSHIP SECRETARY**

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**THOMAS CROSS  
CHAIRMAN, BOARD OF SUPERVISORS**