

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

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**

The May monthly meeting was duly advertised and held electronically through the Zoom application via telephone and the internet.

A. EXECUTIVE SESSION: NONE

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

C. MEETING MINUTES

(1) REGULAR BOS MEETING ON APRIL 6, 2020

MOTION made by Supervisor Cross, Second by Supervisor Lignore , to approve the BOS Meeting Minutes from April 6, 2020.

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

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**

Township does not currently have a Noise Ordinance. Attorney Nanovic stated that resident could file a private nuisance action.

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		
TOTAL:			\$ 5,135,589.01

(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)
TOTAL:		\$ 3,065,523.35	

(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
TOTAL:			\$ 310,075.38

TOTAL FUNDS ON DEPOSIT: \$ 8,511,187.74

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

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

2) PAYMENT OF THE BILLS FOR APRIL 2020

MOTION made by Supervisor Meckes, Second by Supervisor Lignore, to pay the bills for APRIL 2020.

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

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 Bartulovich, Second by Supervisor Lignore to **AUTHORIZE** The usage of the Penn Bid Program.

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

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

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to **ADOPT RESOLUTION NO. 11 OF 2020 - RECOGNIZING FIRE COMPANIES**

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore, to **ADOPT RESOLUTION NO. 12 OF 2020- DECLARATION OF DISASTER OF EMERGENCY** 6/19/2020.

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

4) VOLUNTEER TAX CREDITS

Attorney Nanovic submitted proposed Tax Credit Ordinance. TABLED UNTIL JUNE MEETING

5) DISCUSSION: ADOBE ACROBAT PRO DOCUMENT CLOUD PURCHASE

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

MOTION made by Supervisor Cross, Second by Supervisor Lignore to **PURCHASE** (1) Adobe Acrobat Pro Document Cloud - total annual cost of \$203.88.

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

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

Attorney Nanovic will follow-up with proper documentation.

ROGER MECKES, ROADMASTER

1) DISCUSSION : FILLING POTHOLES - SHIFFER BITUMINOUS QUOTE

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

MOTION made by Supervisor Meckes, Second by Supervisor Knappenberger to **UTILIZE** Shiffer Bituminous to fill potholes at a total cost of \$3,000.00.

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

2) DRAFT PLANS- STONEY CREEK DRAINAGE PROJECT

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to **ACCEPT** draft plans and advertise to bidders.

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

3) BLACKTOP REPAIR- PIPE CROSSING NORTH OF THE TURNPIKE

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to **AUTHORIZE** Attorney Nanovic and John Davis from Penn Dot to prepare Bid Specifications for black top repair of the pipe crossing North of the Turnpike.

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

4) DISCUSSION: FOREST STREET REPAIRS- BELTZVILLE LAKE ESTATES

TABLED UNTIL JUNE MEETING

G. PFT PARK AND RECREATION

WALKING TRAIL REPAIRS - PREPARE BID SPECIFICATIONS

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to **AUTHORIZE** Attorney Nanovic to prepare bid specifications for repairs to the Park Walking Trail.

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

PURCHASE PARK INFIELD MIX

2 Loads delivered not to exceed \$2,400.00

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

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR APRIL 2020

Roadmaster stated he would like to look into repairing School House Road & Stoney Mountain Road. Compactor #1(close to the ramp) at the Transfer Station is in need of service. The casing is cracking, it is not dangerous. W.B.Electric is ordering the part. The Transfer Station volume is tremendous, the trash has doubled. We have bigger crowds because of the pandemic.

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 TABLED UNTIL JUNE MEETING

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 Bartulovich, Second by Supervisor Cross to grant the waivers for **SALDO Section 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 Knappenberger, 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**

Both motions conditioned on Engineers review & comment letter.

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 Knappenberger, Second by Supervisor Bartulovich to grant the waivers for **SALDO Section 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 Knappenberger, 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**

Both motions conditioned on Engineers review & comment letter.

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 Knappenberger, Second by Supervisor Bartulovich to grant the waivers for **SALDO Section 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 Lignore, Second by Supervisor Bartulovich 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**

Both motions conditioned on Engineers review & comment letter.

4) Findle Reverse Suidivision—Conditional Preliminary/Final Approval

Mr. Daniel 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 Meckes, Second by Supervisor Bartulovich to grant the waivers for **SALDO Sections 331, 331.15 & 333.31** as recommended by PC.

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

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

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

Both motions conditioned on Engineers review & comment letter.

J. PUBLIC COMMENTS – (3 Minute Limit)

NONE

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:30 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, June 1st, at 7:00 p.m. (Virtual Meeting TBD)***
- 2) *The Park and Recreation MAY hold their monthly meeting on Thursday, May 21st, 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 26th, at 6:00 p.m. (If needed).***
- 4) *The Township Office will RE-OPEN on Monday, May 11th, 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 25th, 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.***

DANA VITALE
TOWNSHIP SECRETARY

THOMAS CROSS
CHAIRMAN, BOARD OF SUPERVISORS