

**PENN FOREST TOWNSHIP
BOARD OF SUPERVISORS
2010 STATE ROUTE 903
Meeting Minutes**

July 7, 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- Absent**

A. EXECUTIVE SESSION: Was held at 6:30 p.m. to discuss legal matters.

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

C. MEETING MINUTES

(1) PUBLIC HEARING MEETING ON JUNE 1, 2020

MOTION made by Supervisor Cross, Second by Supervisor Lignore to approve the BOS Public Hearing Meeting Minutes from June 1, 2020.

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

(2) REGULAR BOS MEETING ON JUNE 1, 2020

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS Meeting Minutes from June 1, 2020.

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

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

(1) UCC APPEALS BOARD- LETTER OF INTEREST

Robert T. Yurchak, who represents the Borough of Beaver Meadows, submitted a letter of interest for entering into an agreement to become a member of the Joint Board of Appeals for UCC matters.

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to **APPROVE** the Borough of Beaver Meadows to become a member of the Joint Board of Appeals for UCC matters.

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

(2) PENNEAST/UGI PIPELINE JUNE REPORT- (NO MOTION)

E. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 06/30/2020)

Township General Fund:	\$ 3,685,498.10	State Liquid Fuels Fund:	\$ 188,566.01
Sanitation Fund:	\$ 848,842.36	Park/Recreation:	\$ 332,073.38
Septic Fund:	\$ 235,196.93	Payroll:	\$ 10,566.22
SALDO:	\$ 10,459.53	Debit Card:	\$ 5,139.54
Rent :	\$ 4,039.52		
TOTAL:			\$ 5,320,381.59

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 06/30/2020)

Account Ending:	3394/ #5851 -	\$ 258,124.27	(6 month CD)
	3382/ #4619 -	\$ 257,845.04	(6 month CD)
	3383/ #4686 -	\$ 524,812.27	(1 yr CD)
	1301/#1301-	\$ 2,034,475.71	(13 month CD)
TOTAL:		\$ 3,075,257.29	

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 06/30/2020)

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

TOTAL FUNDS ON DEPOSIT: **\$ 8,705,714.26**

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

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to pay the bills for JUNE 2020. (with the exception of \$6.18 refund to the General Fund)

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

F. NEW BUSINESS:

THOMAS CROSS, CHAIRMAN

- 1) **ADOPT ORDINANCE NO. 1 OF 2020 – VOLUNTEER TAX CREDIT**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to **ADOPT** Ordinance #1 of 2020, VOLUNTEER TAX CREDIT.

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

- 2) **RESOLUTION NO. 15 OF 2020- TAX CREDIT VOLUNTEERS**

The annual criteria that must be met to qualify for tax credits under the volunteer service credit program.

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **ADOPT RESOLUTION NO. 15 OF 2020-** Tax Credit Annual Criteria.

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

- 3) **ADOPT ORDINANCE NO. 2 OF 2020 – EMERGENCY SERVICES- RECOUP COSTS**

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **ADOPT** Ordinance #2 of 2020, EMERGENCY SERVICES ORDINANCE.

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

- 4) **RESOLUTION NO. 16 OF 2020- SCHEDULE OF FEES FOR SERVICES TOOLS , EQUIPMENT AND/OR MATERIALS PURSUANT TO PENN FOREST TOWNSHIP ORDINANCE NO. 2 OF 2020**

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **ADOPT RESOLUTION NO. 16 OF 2020-** Schedule of Fees for Services, Tools, Equipment and/or Materials.

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

5) **RATIFY RESOLUTION NO. 17 OF 2020- DECLARATION OF DISASTER OF EMERGENCY** Extend Resolution another 30 days.

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **ADOPT RESOLUTION NO. 17 OF 2020- DECLARATION OF DISASTER OF EMERGENCY.**

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

6) **RESOLUTION NO. 18 OF 2020- MCT AUTHORIZING SIGNATURES- FIRE ESCROW ACCT**

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **ADOPT RESOLUTION NO. 18 OF 2020- MCT AUTHORIZING SIGNATURES FOR FIRE ESCROW ACCOUNT.**

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

7) **KIRK, SUMMA – DRAFT FINANCIAL STATEMENTS- YEAR END 12/31/2019**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to **APPROVE** the draft copy of the 2019 Audit for the Board to review and sign.

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

8) **RITAL, LLC SEWAGE MAINTENANCE AGREEMENT APPROVAL**

Sewage Maintenance Agreement (Borger Septic Service) for Rital, LLC for 1295 State Route 534. Agreement reviewed and approved by Keith Valentine SEO, and Township Solicitor.

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **APPROVE** Rital, LLC Sewage Maintenance Agreement with Borger Septic Service.

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

9) **PFT UCC APPEALS BOARD REPRESENTATIVE ALLEN STARR RESIGNED**

Mr. Starr no longer lives in Penn Forest Township. The township is in need of a representative.

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) **OPEN PLGIT ACCOUNT- ROLLOVER MATURING CDS**

MOTION made by Supervisor Lignore, Second by Supervisor Bartulovich to **APPROVE** the opening of an account with PLGIT to rollover maturing CD^s.

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

2) PURCHASE APPLE IPAD 32GB- TOWNSHIP SECRETARY

Total cost \$329.99.

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to **PURCHASE** IPAD for Township Secretary, total cost \$329.99

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

3) RESOLUTION NO.19 OF 2020-TRANSFER FUNDS

Transfer \$517,823.00 from the Sanitation Fund to General Fund. Wages and related expenditures were paid out of the Sanitation Fund over multi-year periods. Refer to page (21) of December 31, 2019 Financial Statements from Kirk, Suma.

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to **ADOPT RESOLUTION NO.19 OF 2020** transfer \$517,823.00 from the Sanitation Fund to the General Fund.

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

ROGER MECKES, ROADMASTER

1) OPEN SEALED BIDS FOR PARK WALKING TRAIL REPAIR & PIPE CROSSING REHABILITATION

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to accept the bid from **SHIFFER BITUMINOUS** Contractor, total cost of **\$26,693.17** for Park Walking Trail repair.

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to accept the bid from **SHIFFER BITUMINOUS** Contractor, total cost of **\$39,913.05** for Pipe Crossing project.

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

2) DISCUSSION: GARBAGE INVOICES – PAST OUTSTANDING BILLS

Residents who have an outstanding garbage invoice only want to pay current amount to receive the permit.

3) DISCUSSION: 86 CYPRESS DRIVE: DELINQUENT GARBAGE ACCOUNT

Michael Hornidge, son of Thomas & Joan contacted the Township Secretary regarding the delinquent letter he received from Solicitor. Property owners are deceased and he is taking care of the Estate. He states that his parents did not receive the outstanding bills. He is requesting a late payment reprieve from the BOS. Total late fees \$150.00.

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to waive the late fees and amend the Garbage Ordinance in the future.

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

4) DISCUSSION: HIRE FULL-TIME LABORER

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to advertise in other forums for Full-time Laborer at the rate of \$15.45.

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to hire Part-time per diem laborer for weekends at the Transfer Station.

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

5) PURCHASE PIPE CROSSINGS- FOREST ST., MECKESVILLE & STONY MOUNTAIN

(16) 15 inch pipe at \$7.45 per foot	\$2,384.00
8-Coupling \$13.45 each	107.60
Modified Stone (2) loads	810.00.
Flowable Fill	500.00

Total cost \$3,801.60

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to **PURCHASE** Pipe Crossings at a cost of \$3,801.60.

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

6) AG-INDUSTRIAL NEW HOLLAND LOADER ATTACHMENT

Purchase front bucket attachment for New Holland Loader to use with infield mix, etc.

\$6,860.00 cost
<u>-894.00</u> discount
\$5,966.00
600.00 install
<u>\$6,566.00</u>

MOTION made by Supervisor Meckes, Second by Supervisor Cross to **PURCHASE** bucket attachment for the New Holland Loader cost of \$6,566.00

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

7) QUOTE BASE REPAIR- SHIFFER BITUMINOUS SERVICE

Quote received from Shiffer Bituminous to base repair about 130 square yards at 4" depth. Remove and replace with 4" of 25mm. Total cost of \$5,499.00.

MOTION made by Supervisor Meckes, Second by Supervisor Cross to **ACCEPT** quote from **SHIFFER BITUMINOUS** for base repair \$5,499.00

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

G. PFT PARK AND RECREATION

- 1) **PARK PAVILION POWER-** WB Electric submitted a proposal for the Park Pavilion power and lighting (see attached quote) total cost of \$2,650.00.

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to **ACCEPT** quote from WB Electric to provide power at the park pavilion, total cost of \$2,650.00.

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

- 2) **RATIFY THE MOTION FROM MAY 4TH BOS MTG - ADDITIONAL INFIELD MIX**

Purchase 2 additional loads of infield mix for the park. Additional total cost of \$1,800.00.

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to **PURCHASE** 2 additional loads of infield mix for the park, total cost of \$1,800.00.

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

- 3) **DISCUSSION: BLUE RIDGE CABLE CONCESSION STAND- ENGINEER REPORT (SEE ENCLOSED)**

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to authorize to have the pole survey conditioned that this plan discussed involved the trench around the parking lot, survey fee \$1,536.00.

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

- 4) **DISCUSSION: MENS FULL TACKLE FOOTBALL SPORTING EVENT**

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **APPROVE** Carbon County Savages to hold their sporting event pending Solicitor "use agreement" preparation and proper insurance provided.

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

5) **MOTION** made by Supervisor Meckes, Second by Supervisor Cross to spend up to \$350.00 to have Jim Thorpe Baseball purchase materials for Batter box.

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR JUNE 2020

The Transfer Station has been super busy. Road master met with John Davis from the State for paving of School House & Stony Mountain roads.

TRANSFER STATION

1) **BULK AMOUNT for JUNE 2020---\$ 1,630.00 Year to Date Total: \$ 5,710.01**

2019-2020 Pro-Rated Permits	(23)	89.28
2019-2020 Residential Permits	(8)	400.00
2020-2021 Residential Permits	(2,149)	107,450.00
2020-2021 Commercial Permits	(8)	1,400.00

TOTAL DEPOSITS \$110,969.28

TOTAL DEPOSITS \$115,049.29

2) **ADMINISTRATIVE REPORTS**

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

Administrative & Financial Requests: (See Attached Lists)

Submitted: 42 / Responded: 42/ Total Hours: 29.5 hrs.

Zoning & Septic Requests: Submitted: 39/ Responded: 39

I. ZONING DEPARTMENT - Kathryn Forry submitted Zoning Report for JUNE 2020.

ZONING ENFORCEMENT NOTICES- 6 PROPERTIES IN VIOLATION OF TWSP ORDINANCE

The Township did not receive a response from property owners regarding Zoning Enforcement Notices.

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to **PROCEED** with legal action.

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

TAYLOR REVERSE SUBDIVISION— Preliminary/Final Approval

Mr. David J. and Carol A. Taylor propose the combination of two existing lots (lots 1230 and 1231) into one lot (Lot 1230A) within the Towamensing Trails Subdivision, Section C and have requested the following waivers from SALDO; Section 333.13- (location of all existing subsurface disposal areas within 50 feet of the boundary), & Section 333.31 – (tree location of all trees over 8 inches in diameter). Planning Commission recommends to the Township Board of Supervisors to grant the requested waivers and approve the plan.

a) MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to grant the waivers for **SALDO Sections 333.13, 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 Bartulovich, Second by Supervisor Meckes 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)

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:48 P.M.

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

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, August 3rd, at 7:00 p.m.***
- 2) The Park and Recreation will hold their monthly meeting on Thursday, July 16th, at 6:30 p.m. at the PFT Park.***
- 3) The Planning Commission will hold their monthly meeting on Monday, July 27th, at 6:00 p.m. (If needed).***
- 4) Recycling Event will be held on Saturday, July 18th from 9:00 a.m. – 3:00 p.m. (or until trucks are full) the flyer can be found on township website for further details.***

DANA VITALE
TOWNSHIP SECRETARY

THOMAS CROSS
CHAIRMAN, BOARD OF SUPERVISORS