

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

August 3, 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: To be held at 6:15 p.m. to discuss legal matters.

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

C. MEETING MINUTES

(1) REGULAR BOS MEETING ON JULY 7, 2020

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from July 7, 2020.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

(1) REPORT/THANK YOU FROM ROY CHRISTMAN- GERRY MANDERING (NO MOTION)

(2) PENN KIDDER LIBRARY SECOND ANNUAL GOLF TOURNAMENT

Christine Fazio, Dimmick Library Representative is requesting PFT to consider sponsoring a hole. Cost per hole - \$50.00.

MOTION made by Supervisor _____, Second by Supervisor _____, to _____ the sponsoring of Penn Kidder Library's Second Annual Golf Tournament, cost of \$ _____.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

(3) DEP RESPONSE LETTER RE: IML PROPERTY 45 TAMARACK

(4) KIRK, SUMMA & CO.,- FINAL INDEPENDENT AUITOR'S REPORT (NO MOTION)

(5) PENN EAST/UGI PIPELINE PROJECT UPDATE- (NO MOTION)

(6) KATZ ACCOUNTING LETTER- TRANSFER LIQUOR LICENSE

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 07/31/2020)

Township General Fund:	\$ 4,158,482.85	State Liquid Fuels Fund:	\$ 188,415.17
Sanitation Fund:	\$ 368,849.82	Park/Recreation:	\$ 330,295.73
Septic Fund:	\$ 243,823.43	Payroll:	\$ 18,988.58
SALDO:	\$ 13,462.78	Debit Card:	\$ 4,416.72
Rent :	\$ 39.52	Fire Escrow	35,450.25
TOTAL:			\$ 5,357,808.13

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 07/31/2020)

Account Ending: 3394/ #5851 -	\$ 258,388.74 (6 month CD)
3382/ #4619 -	\$ 257,971.85 (6 month CD)
3383/ #4686 -	\$ 525,801.67 (1 yr CD)
1301/#1301-	\$ 2,037,894.30 (13 month CD)
TOTAL:	\$ 3,080,056.56

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 07/31/2020)

Account Ending: 1495 -	\$ 103,250.60
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1710	-	\$ 104,862.20
0064	-	\$ 101,962.60
TOTAL:		\$ 310,075.40

TOTAL FUNDS ON DEPOSIT: \$ 8,747,940.09

- 1) **MOTION** made by Supervisor_____, Second by Supervisor_____ to accept Treasurer's Report for JULY 2020 (Subject to Audit).

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

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

MOTION made by Supervisor _____, Second by Supervisor _____ to pay the bills for JULY 2020.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

F. NEW BUSINESS:

THOMAS CROSS, CHAIRMAN

1) **WELL ISOLATION DISTANCE IDEMNIFICATION AGREEMENT- Chris & Marie Lloyd**

16 Kickapoo Trail, Albrightsville PA, submitted permit and plan to install a new on-lot sewage disposal system to replace a malfunctioning system.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Well Isolation Distance Indemnification Agreement (Well Isolation Agreement) for Chris & Marie Lloyd, 16 Kickapoo Trail, Albrightsville.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

ROGER MECKES, ROADMASTER

1) **OPEN SEALED BIDS FOR 2020 PAVING & PATCHING VARIOUS ROADS IN PFT**

MOTION made by Supervisor _____, Second by Supervisor _____ to accept the bid from _____ Contractor, total cost of \$ _____ for 2020 PAVING & PATCHING VARIOUS ROADS IN PFT.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

2) **DISCUSSION: GARBAGE INVOICES – LATE FEE WAIVED**

Mrs. Fox and the Jurewicz's are requesting their late fees waived (see attached).

3) DISCUSSION: HIRE FULL-TIME & PART-TIME LABORER

MOTION made by Supervisor _____ Second by Supervisor _____ to HIRE **Don Fisher** as Full-time Laborer at the rate of \$15.45.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

MOTION made by Supervisor _____ Second by Supervisor _____ to HIRE **Michael Palmisano** as Part-time Laborer at the rate of \$15.45.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

4) RATIFY THE MOTION TO APPROVE BOUNDARY SURVEY- TRANSFER STATION

Ratify the motion that was done by call-out vote on July 10, 2020 by Roadmaster to approve the Boundary Survey submitted by BIA. Survey cost of \$1,900.00, Concrete Monument Placement \$175.00 each, all voted YES. Purpose of the survey is to retrace the boundary of the existing Transfer Station parcel for recovering or setting property corners.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ the Boundary Survey submitted by BIA at the Transfer Station, cost of \$1,900.00.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

5) LARSON DESIGN GROUP- PROPOSED DETOUR APPROVAL PROJECT

Request approval of the use of PFT roads as part of the proposed detour route for the Bridge Replacement Project T-516 (North Old Stage Rd) over Mud Run, County Bridge No. 12. Detour route is approximately 2.2 miles, using Henning Road (see attached).

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ the Detour Route for the above project as stated in the location map.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

G. PFT PARK AND RECREATION

1) CARBON COUNTY SPECIAL OLYMPICS- APPROVAL TO UTILIZE PARK

Carbon County Special Olympics is looking to hold their long distance walking/running program from August through November and are requesting permission from the BOS. 8 Athletes and 2 coaches participate at a time.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ the Carbon County Special Olympics to hold their program at the park pending the submission of proper insurance.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR JULY 2020

TRANSFER STATION

1) BULK AMOUNT for JULY 2020---\$ 1,619.00 Year to Date Total: \$ 7,329.01

2019-2020 Pro-Rated Permits	(0)	.00
2019-2020 Residential Permits	(4)	200.00
2020-2021 Residential Permits	(635)	31,349.93
2020-2021 Commercial Permits	(1)	175.00

TOTAL DEPOSITS \$31,724.93

TOTAL DEPOSITS \$33,343.93

2) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR JULY 2020-

Administrative & Financial Requests: (See Attached Lists)

Submitted: 49 / Responded: 49 / Total Hours: 31.25 hrs.

Zoning & Septic Requests: Submitted: 50 / Responded: 50

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

1) Lucas Lot Line Revision— Conditional Preliminary/Final Approval

Mr. Jeffrey W. and Hollis H. Lucas propose the combination of two existing lots (Lots 48 and 49) into one lot (Lot 49-A) within the Towamensing Trails Subdivision, Section 5 and the following waivers from SALDO; Section 331- (utilized a different plan scale), Section 333.15- (contour lines not shown), Section 333.31- (tree location of all trees over 8 inches in diameter not shown). The Planning Commission recommends to the Township Board of Supervisors to grant the waivers and approve the plan.

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to grant the waivers for **SALDO Section 331, 333.15 & 333.31** as recommended by PC, conditioned upon the final payment of any outstanding fees.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____**MOTION**_____

b) **MOTION** made by Supervisor _____, Second by Supervisor _____ to approve and accept the **plan** as recommended by the Planning Commission, conditioned upon the final payment of any outstanding fees.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____**MOTION**_____

2) Burke Lot Line Adjustment— Conditional Preliminary/Final Approval

The Owners, Patricia A. Burke et al., propose the revision and removal of interior lot lines to create two parcels separated by the center line of State Route 534. Note: The following waivers from SALDO were previously approved by the Board of Supervisors on December 2, 2019; Section 331- (utilized a different plan scale), Section 333.31- (tree location of all trees over 8 inches in diameter not shown). The Planning Commission recommends to the Township Board of Supervisors to approve the plan.

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to approve and accept the **plan** as recommended by the Planning Commission, conditioned upon the final payment of any outstanding fees.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____**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 _____

ROLL CALL: JK____; SL____; CB _____; TC____; RM____MOTION_____

REMINDERS:

- 1) *The Next Regular Board of Supervisors Meeting will be held Tuesday, September 8th, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Thursday, August 20th, at 6:30 p.m. at the PFT Park.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, August 24th, at 6:00 p.m. (If needed).*
- 4) *The Municipal Office will be closed on Monday, September 7th in observance of Labor Day holiday. The Transfer Station will remain open.*

DANA VITALE
TOWNSHIP SECRETARY

THOMAS CROSS
CHAIRMAN, BOARD OF SUPERVISORS