

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

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 7:08 p.m; Roll Call by Township Secretary.

Members:	Thomas Cross, Chairman Christian Bartulovich, Vice Chairman Judith Knappenberger, Supervisor-Absent Scott Lignore, Supervisor- Absent Roger Meckes, Supervisor
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

A. EXECUTIVE SESSION: Was held from 6:15–7:05 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 Bartulovich, Second by Supervisor Meckes to approve the BOS Meeting Minutes from July 7, 2020.

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

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 Meckes, Second by Supervisor Cross, to **APPROVE** the sponsoring of Penn Kidder Library's Second Annual Golf Tournament, cost of \$50.00.

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

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

No Action

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

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

(6) KATZ ACCOUNTING LETTER- TRANSFER LIQUOR LICENSE

Mr. Katz discussed the transferring of liquor license from Eastside Inn to Penn Forest Plaza. His attorney will prepare the paperwork and advertisement for the 9/8 at 6:45 p.m. hearing.

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
	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 Bartulovich, Second by Supervisor Cross to accept Treasurer’s Report for JULY 2020 (Subject to Audit).

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

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

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

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

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 Bartulovich, Second by Supervisor Meckes to **APPROVE** the Well Isolation Distance Indemnification Agreement (Well Isolation Agreement) for Chris & Marie Lloyd, 16 Kickapoo Trail, Albrightsville.

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

2) **DECLARATION OF DISASTER- 30 DAY EXTENSION**

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to extend the DECLARATION OF DISASTER FOR 30 DAY.

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

ROGER MECKES, ROADMASTER

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

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to accept the bid from **H & K Group, Inc.** Contractor, total cost of **\$365,530.95** for 2020 PAVING & PATCHING VARIOUS ROADS IN PFT.

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

2) DISCUSSION: GARBAGE INVOICES – LATE FEE WAIVED

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to not waive the late fees for these two properties.

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

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

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

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

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

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

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 Meckes, Second by Supervisor Bartulovich to **APPROVE** the Boundary Survey submitted by BIA at the Transfer Station, cost of \$1,900.00 now. When Monuments are installed cost will be (4) \$175.00 each.

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

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 Meckes, Second by Supervisor Bartulovich to **APPROVE** the Detour Route for the above project as stated in the location map.

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

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 Meckes, Second by Supervisor Bartulovich to **APPROVE** the Carbon County Special Olympics to hold their program at the park pending the submission of proper insurance.

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR JULY 2020

Patching of the roads and walking trail repair will happen shortly.

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.

Kathryn Forry stated it has been very busy.

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 Bartulovich, Second by Supervisor Meckes 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-absent; SL-absent; 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, conditioned upon the final payment of any outstanding fees.

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

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 Bartulovich, Second by Supervisor Meckes to approve and accept the **plan** as recommended by the Planning Commission, conditioned upon the final payment of any outstanding fees.

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

J. PUBLIC COMMENTS – (3 Minute Limit)

Debbie Fisher approached the board to waive her late fees as she never received her invoice.

MOTION made by Supervisor Cross, Second by Supervisor Bartulovich to reimburse the late fee of \$25.00 for Debbie Fisher.

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

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:15 P.M.

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

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

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 SUPERVISOR