

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

**November 2, 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 (by phone)**  
                                     **Scott Lignore, Supervisor (absent)**  
                                     **Roger Meckes, Supervisor (via Zoom)**

**Office Staff:**               **Dana Vitale, Secretary**  
**Solicitor:**                   **Thomas S. Nanovic**

**A. EXECUTIVE SESSION:**   None

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

**C. MEETING MINUTES**

**(1) REGULAR BOS MEETING ON OCTOBER 5, 2020**

**MOTION** made by Supervisor Cross, Second by Supervisor Bartulovich to approve the BOS Meeting Minutes from OCTOBER 5, 2020.

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

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**PENNEAST/UGI PIPELINE PROJECT UPDATE (no motion)**

**E. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 10/30/2020)**

Township General Fund:	\$ 4,464,556.90	State Liquid Fuels Fund:	\$ 126,674.42
Sanitation Fund:	\$ 304,160.69	Park/Recreation:	\$ 301,444.11
Septic Fund:	\$ 275,054.59	Payroll:	\$ 15,821.05
SALDO:	\$ 16,685.03	Debit Card:	\$ 4,884.13
Rent :	\$ 4,043.24	Fire Escrow	\$ 23,349.00
<b>TOTAL:</b>			<b>\$ 5,513,324.16</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 10/30/2020)**

Account Ending: #1841 -	\$ 996,609.21	(3 month CD)
#5851 -	\$ 258,583.64	(6 month CD)
#4619 -	\$	CLOSED
#4686 -	\$	CLOSED
#1301 -	\$ 2,045,312.63	(13 month CD)
<b>TOTAL:</b>	<b>\$ 3,300,441.91</b>	

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 10/30/2020)**

Account Ending: 1495 -	CLOSED
1710 -	\$ 105,410.33
0064 -	CLOSED
<b>TOTAL:</b>	<b>\$ 105,410.33</b>

**TOTAL FUNDS ON DEPOSIT: \$ 8,919,176.40**

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

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

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

**MOTION** made by Supervisor Knappenberger, Second by Supervisor Bartulovich to pay the bills for OCTOBER 2020.

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

## **F. NEW BUSINESS:**

### **THOMAS CROSS, CHAIRMAN**

#### **1) PURCHASE PRESSURE WASHER**

**MOTION** made by Supervisor Cross, Second by Supervisor Bartulovich to **PURCHASE** Pressure Washer from Northern Tool, total cost up to \$4,000.00.

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

#### **2) APPOINT CERTIFIED PUBLIC ACCOUNTANT**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Cross to **AUTHORIZE** Township Secretary to advertise to appoint Zelenkofske Axelrod LLC as the CPA to replace elected Auditor for the 2020 Audit.

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

#### **3) DISCUSSION: HOLD HARMLESS AGREEMENT- PRIOR PERC TESTING**

Agreement for acceptance of prior percolation and soil probe testing performed by prior SEO.

**MOTION** made by Supervisor Cross, Second by Supervisor Bartulovich to **ACCEPT** Hold Harmless Agreement prepared by Attorney Nanovic.

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

### **CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

#### **1) RATIFY THE MOTION: RELEASE FIRE ESCROW FUND**

Lori Figueroa, 49 Old Stage Road, Albrightsville request release of **\$18,000.00 (escrow) + \$348.98 (interest) = \$18,348.98** to Lori Figueroa.

**RATIFY MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes to **RELEASE** **\$18,348.98** fire escrow to Lori Figueroa.

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

#### **2) RATIFY THE MOTION: MOVE CD'S FROM JTNB TO MCT BANK**

**# 0064** \$103,951.40 & **#1301** \$105,419.69 total = **\$209,400.68 (interest accrued)** moved from JTNB to MCT Bank.

**RATIFY MOTION** made by Supervisor Bartulovich, Second by Supervisor Cross to **MOVE** CD's from JTNB to MCT Bank total **\$209,400.68**

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

**3) ADOPT RESOLUTION NO. 24 OF 2020 – TRANSFER FUNDS**

**MOTION** made by Supervisor Cross, Second by Supervisor Bartulovich to **ADOPT** RESOLUTION #24 of 2020, transfer \$ 301,444.11 funds from the Park Fund to the General Fund with Mauch Chunk Bank.

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

**4) GOVERNMENT / MUNICIPAL / PUBLIC FUNDS BANKING RESOLUTION**

Resolution No. 25 of 2020----Authorization of Signatures MCT Bank CD's.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Cross to **ADOPT** Resolution No. 25 of 2020-Authorization of Signatures MCT Bank CD's.

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

**5) ADOPT RESOLUTION NO. 27 OF 2020 – TRANSFER FUNDS**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Cross to **ADOPT** RESOLUTION #27 of 2020, transfer \$2.5 Million in funds from the General Fund to the CD Money Market #1841 with Mauch Chunk Bank.

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

**6) CLOSE PARK ACCOUNT WITH MAUCH CHUNK BANK**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Cross to **CLOSE** PARK ACCOUNT with Mauch Chunk Trust.

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

**7) OPEN DEBIT ACCOUNT WITH MCT BANK- SANITATION**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Cross to **OPEN** Debit Accounts for Sanitation at Mauch Chunk Bank, \$5,000.00 in funds.

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

**8) PERMIT SUBCONTRACTOR TO PERFORM PERC TESTS**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Cross to **PERMIT** Hanover Engineering SEO to utilize and train a Subcontractor to perform perc tests.

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

**9) QUOTE RECEIVED: CONTROL SECURITY - MUNICIPAL BUILDING**

Camera System, Security, Access Control System, total cost \$7,742.00.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Cross to **ACCEPT** quote from Control Security for the Municipal Building Security upgrade, total cost of \$7,742.00.

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

**10) APPOINT ALTERNATE TOWNSHIP ENGINEER - LETTER OF INTEREST RECEIVED  
CARBON ENGINEERING INC.- FEE SCHEDULE ATTACHED**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Cross to **ACCEPT** Carbon Engineering Inc. as the alternate Township Engineer.

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

**11) PROPOSAL SUBMITTED: NUMBERS MADE EASY CONSULTING -  
FILE CONDENSING, CONVERT QUICKBOOKS TO 2021 PREMIER, QUICKBOOKS  
SET-UP NEW FILES (SEE ATTACHED) TOTAL COST \$5,332.49**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Cross to **ACCEPT** quote from Numbers Made Easy Consulting, total cost \$5,332.49

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

**ROGER MECKES, ROADMASTER**

**1) OPEN SEALED BIDS FOR 2020/2021 WINTER SNOW REMOVAL**

**MOTION** made by Supervisor Meckes, Second by Supervisor Cross to accept the Bid from **Shiffer Bituminous (only bidder)** for the amount of \$125.00 & \$85.00/hr for the 2020/2021 Winter Snow Removal.

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

**2) FOAM INSULATION QUOTES: MAINTENANCE BUILDING-TRANSFER STATION**

**F.R. MCGUIRK CONSTRUCTION:** Foam Insulation \$3,920.00 and Fire Rated Coating \$1,850.00. Total cost \$5,770.00. **QUALITY INSULATION** Total cost \$8,989.00.

**MOTION** made by Supervisor Meckes, Second by Supervisor Cross to **ACCEPT** quote from F.R. McGuirk Construction for foam insulation at the maintenance building, total cost of \$5,770.00.

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

**3) MINOR SUBDIVISION PLAN - TRANSFER STATION PROPERTY**

Purpose of the survey is to retrace the northerly boundary of the property which is owned by Haines & Kibblehouse (H&K). This survey information will be used to generate a Minor Subdivision Plan to expand the Transfer Station lot to include the encroachment area. Cost of \$5,150.00 plus expenses.

**MOTION** made by Supervisor Meckes, Second by Supervisor Cross to **ACCEPT** the proposal submitted by BIA for the Minor Subdivision Plan at the Transfer Station. Cost of \$5,150.00.

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

#### **4) PURCHASE ADDITIONAL TRANSFER STATION COMPACTOR**

Quote's received for (1) new 2-yard stationary compactor:

Eagle Equipment Corporation- \$16,220.00

BE Equipment, Inc.- \$17,055.00

Winter Equipment Corporation - \$14,965.00

**MOTION** made by Supervisor Meckes, Second by Supervisor Cross to **ACCEPT** quote from Winter Equipment total cost of \$14,965.00.

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

#### **5) CONCRETE & FIBER FOR NEW COMPACTOR- ROCKHILL CONCRETE**

Cost of concrete \$1,560.00. Installation of the pads will be completed by township employees.

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to **PURCHASE** Concrete & Fiber from Rockhill Concrete.

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

#### **6) QUOTE RECEIVED: WB ELECTRIC FOR COMPACTOR DISCONNECT**

Install safety switch, weatherproof junction box, tie into existing circuit. Total cost \$750.00.

**MOTION** made by Supervisor Meckes, Second by Supervisor Cross to **APPROVE** the quote received from WB Electric, total cost of \$750.00.

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

#### **7) QUOTE RECEIVED: AG-INDUSTRIAL- FERTILIZER SPREADER**

Poly spin spreader \$650.00, assemble to tractor and adjustments \$80.00. Total \$730.00.

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to **PURCHASE** fertilizer spreader for New Holland Tractor total cost \$730.00.

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

### **G. PFT PARK AND RECREATION**

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to **ACCEPT** quote from WB Electric for Park Pavilion lighting, total cost \$1,750.00.

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

### **H. REPORTS:**

#### **ROGER MECKES, ROADMASTER**

The paving is complete all the base repair and patch is complete. Stony Creek finishing up. Road on Beltzville is complete. Lines on schoolhouse will be the end of the week. I had a call from a resident regarding the lines that on Behrens road its hard to see in the fog. I will find out how late they can

spread lines. Supervisor Bartulovich stated the sooner the better.

## **ROADMASTER REPORT FOR OCTOBER 2020**

### **TRANSFER STATION**

#### **1) BULK AMOUNT for OCTOBER 2020---\$ 958.00 Year to Date Total: \$ 10,041.01**

2019-2020 Pro-Rated Permits	(0)	0.00
2019-2020 Residential Permits	( 2)	100.00
2020-2021 Residential Permits	(21)	916.67
2020-2021 Commercial Permits	(0)	0.00
2020-2021 Pro-Rated Permits	( 5)	189.12

TOTAL DEPOSITS \$1,205.79

TOTAL DEPOSITS \$2,163.79

#### **2) ADMINISTRATIVE REPORTS**

##### **A) RIGHT-TO-KNOW REQUESTS FOR OCTOBER 2020-**

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

Submitted: 43 / Responded: 47 / Total Hours: 31.5 hrs.

**Zoning & Septic Requests:** Submitted: 36 / Responded: 36

#### **I. ZONING DEPARTMENT** - Kathryn Forry submitted Zoning Report for OCTOBER 2020.

Kathryn Forry stated it continues to be busy.

#### **J. PUBLIC COMMENTS – (3 Minute Limit)**

NONE

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:57 P.M.**

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

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

**REMINDERS:**

- 1) *The Next Regular Board of Supervisors Meeting will be held Monday, December 7<sup>th</sup>, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Thursday, November 19<sup>th</sup>, at 6:30 p.m. at the PFT Park.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, November 23<sup>rd</sup>, at 6:00 p.m. (If needed).*
- 4) *The Township Office will be closed on Thursday & Friday, November 26<sup>th</sup> & 27<sup>th</sup> for the Thanksgiving Holiday.*
- 5) *The next Recycling Event will be held on Saturday, November 14<sup>th</sup>, at the Transfer Station from 9a.m.-3:00p.m. or until trucks are full.*

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**DANA VITALE**  
**TOWNSHIP SECRETARY**

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**THOMAS CROSS**  
**CHAIRMAN, BOARD OF SUPERVISORS**