

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

December 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**

A. EXECUTIVE SESSTION: To be held at 6:15 p.m. to discuss personnel.

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

C. MEETING MINUTES

(1) PUBLIC HEARING MEETING ON NOVEMBER 2, 2020

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Public Hearing Meeting Minutes from NOVEMBER 2, 2020.

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

(2) REGULAR BOS MEETING ON NOVEMBER 2, 2020

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from NOVEMBER 2, 2020.

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

(3) VIRTUAL SPECIAL MEETING ON NOVEMBER 25, 2020

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Virtual Special Meeting Minutes from NOVEMBER 25, 2020.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

(1) PENNEAST/UGI PIPELINE PROJECT UPDATE OCT. & NOV. (no motion)

(2) ACELA ARCHITECTS & ENGINEERS- LETTER OF INTEREST

D. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 11/30/2020)

Township General Fund:	\$ 2,279,264.03	State Liquid Fuels Fund:	\$ 116,013.33
Sanitation Fund:	\$ 283,243.98	Park/Recreation:	\$ 0.00
Septic Fund:	\$ 288,437.19	Payroll:	\$ 21,522.92
SALDO:	\$ 7,987.03	Debit Card:	\$ 3,955.48
Rent :	\$ 4,045.28	Fire Escrow	\$ 23,349.00
TOTAL:			\$ 3,027,818.24

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 11/30/2020)

Account Ending: #1841 -	\$ 3,496,955.49	(3 month CD)
#5851 -	\$ 258,649.35	(6 month CD)
#4619 -	\$	CLOSED
#4686 -	\$	CLOSED
#1301 -	\$ 2,045,659.10	(13 month CD)
TOTAL:	\$ 5,801,263.94	

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 11/30/2020)

Account Ending: 1495 -	CLOSED
1710 -	\$ 105,410.33
0064 -	CLOSED
TOTAL:	\$ 105,410.33

TOTAL FUNDS ON DEPOSIT: \$ 8,934,492.51

1) MOTION made by Supervisor _____, Second by Supervisor _____ to accept Treasurer’s Report for NOVEMBER 2020 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR NOVEMBER 2020

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

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

E. NEW BUSINESS:

THOMAS CROSS, CHAIRMAN

1) DISCUSSION: SHORT –TERM RENTAL ORDINANCE

2) RECIND THE MOTION (11/2/2020 BOS Mtg.) TO PURCHASE PRESSURE WASHER

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the motion to purchase Pressure Washer from Northern Tool, total cost up to \$4,000.00.

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

3) PURCHASE PRESSURE WASHER- HWA GROUP- QUOTE RECEIVED

Karcher HDS 3.5/35 cage, gas powered, hot water pressure washer \$6,500.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

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

4) PURCHASE 2021 F-550 MUNICIPAL DUMP TRUCK- QUOTE RECEIVED

Ray Price quote 2021 F-550 Chassis 4x4 regular cab \$98,940.00. Trade in value of \$32,000.00 for the Chevy 3500.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

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

5) H.A. THOMSON COMPANY - TOWNSHIP INSURANCE PROPOSAL

(See attached)

6) AMEND UNION CONTRACT- PENN FOREST TOWNSHIP AND TEAMSTER LOCAL 773 TO ADD VETERANS DAY AS AN ADDITIONAL HOLIDAY

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) PENN FOREST TOWNSHIP PROPOSED 2021 BUDGET

<u>General</u>	Revenue-	\$1,506,583.00
	Expenditures-	1,506,583.00
Est- 2021 Begin Balance		\$2,500,000.00
<u>Sanitation</u>	Revenue-	\$ 568,600.00
	Expenditures-	568,600.00
Est- 2021 Begin Balance		\$260,000.00
<u>State Liquid Fuels</u>	Revenue-	\$256,953.87
	Expenditures-	256,953.87
Est- 2021 Begin Balance		0.00

MOTION made by Supervisor _____ Second by Supervisor _____ to advertise the 2021 Proposed Budget for DECEMBER 8th.

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

2) ZELINKOFSKE AXELROD LLC- ENGAGEMENT & GOVERNANCE LETTER

MOTION made by Supervisor_____, Second by Supervisor_____ to _____ the Engagement & Governance letter from Zelenkofske Axelrod to perform the 2020 audit.

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

3) MUNICIPAL OFFICE- UPGRADE INTERNET SPEED TO 150 MBPS

Upgrade Blueridge Communications internet from 75 Mbps to 150 Mbps.
Total cost \$134.95/month.

MOTION made by Supervisor_____, Second by Supervisor_____ to _____

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

4) TEAMSTERS LOCAL 773 GRIEVANCE #40835

MOTION made by Supervisor_____, Second by Supervisor_____ to _____
Grievance #40835.

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

5) RATIFY THE MOTION- PURCHASE FAX MACHINE ADAPTER

Municipal office fax machine needs an adapter to work with new phone system.
Call out vote on 11/20/2020. Total cost \$127.50.

MOTION made by Supervisor_____, Second by Supervisor_____ to _____ fax machine adapter for
Municipal Office, cost of \$127.50.

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

ROGER MECKES, ROADMASTER

1) BERGEY’S COMMERCIAL TIRE QUOTE- KABOTA TRACTOR

Replace 4 tires total cost \$2,335.35

MOTION made by Supervisor_____, Second by Supervisor_____ to _____

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

F. PFT PARK AND RECREATION

G. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR NOVEMBER 2020

TRANSFER STATION

1) BULK AMOUNT for NOVEMBER 2020---\$ 852.00 Year to Date Total: \$ 10,893.01

2019-2020 Pro-Rated Permits	(0)	0.00
2019-2020 Residential Permits	(2)	100.00
2020-2021 Residential Permits	(21)	983.33
2020-2021 Commercial Permits	(0)	0.00
2020-2021 Pro-Rated Permits	(7)	234.24

TOTAL DEPOSITS \$1,317.57

TOTAL DEPOSITS \$2,169.57

2) ADMINISTRATIVE REPORTS

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

Administrative & Financial Requests: (See Attached Lists)

Submitted: 50 / Responded: 50 / Total Hours: 33.5 hrs.

Zoning & Septic Requests: Submitted: 48 / Responded: 48

H. ZONING DEPARTMENT - Kathryn Forry submitted Zoning Report for NOVEMBER 2020.

1) DOLLAR GENERAL LAND DEVELOPMENT PLAN- CONDITIONAL APPROVAL

We are in receipt of a Land Development Plan and a Minor Subdivision Plan prepared by Livic Civil, LLC. As part of the review process, we have identified the certain sections from the Subdivision and Land Development Ordinance (SALDO) with which the plans provided are not in compliance. The developer has requested the below waiver from the SALDO.

Sections 230 – Submission of Preliminary Plan

This section requires submission of a separate preliminary plan prior to final plan submission. This waiver request would allow the land development to be reviewed for preliminary and final approvals simultaneously.

The Planning Commission voted to recommend approval of this waiver at their November 23, 2020 meeting.

a) MOTION made by Supervisor _____, Second by Supervisor _____ to grant the waiver for **SALDO Section 230** as recommended by the 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) INDIAN MOUNTAIN LAKE CIVIC ASSOCIATION LAND DEVELOPMENT PLAN- CONDITIONAL APPROVAL

We are in receipt of a Land Development Plan prepared by Keystone Consulting Engineers. As part of the review process, we have identified the certain sections from the Subdivision and Land Development Ordinance (SALDO) with which the plans provided are not in compliance. The developer has requested the below waivers from the SALDO.

Section 230 – Submission of Preliminary Plan

This section requires submission of a separate preliminary plan prior to final plan submission. This waiver request would allow the land development to be reviewed for preliminary and final approvals simultaneously.

Section 311 – Drawing Scale

This section requires that the plan be drawn at 1"=20', 1"=50', or 1"=100'. The drawings are at a scale of 1"=30'. The waiver request would allow the developer to have drawings at a 1"=30' scale.

The Planning Commission voted to recommend approval of these waivers at their November 23, 2020 meeting.

a) MOTION made by Supervisor _____, Second by Supervisor _____ to grant the waiver for **SALDO Section 230 & 311** as recommended by the 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**_____

I. 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 Reorganization Meeting will be held on Monday, January 4th at 6:00 p.m. immediately followed by the regular Board of Supervisors Meeting.*
- 2) *The Park and Recreation will hold their monthly meeting on Thursday, December 17th, at 6:30 p.m. at PFT Park.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, December 28th, at 6:00 p.m. (If needed).*
- 4) *The Township Office will be closed on December 24th, 25th and January 1st for Christmas and New Year's Holiday.*

DANA VITALE
TOWNSHIP SECRETARY

THOMAS CROSS
CHAIRMAN, BOARD OF SUPERVISORS