

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

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 7:05 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:** was held from 6:15-7:05 p.m. to discuss personnel.

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

None

**C. MEETING MINUTES**

**(1) PUBLIC HEARING MEETING ON NOVEMBER 2, 2020**

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

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

**(2) REGULAR BOS MEETING ON NOVEMBER 2, 2020**

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

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

**(3) VIRTUAL SPECIAL MEETING ON NOVEMBER 25, 2020**

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

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

**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
<b>TOTAL:</b>			<b>\$ 3,027,818.24</b>

**(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)
<b>TOTAL:</b>	<b>\$ 5,801,263.94</b>	

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

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

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

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

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

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

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

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

## **E. NEW BUSINESS:**

### **THOMAS CROSS, CHAIRMAN**

- 1) **DISCUSSION: SHORT –TERM RENTAL ORDINANCE**

Attorney Tom Nanovic stated he will have a Draft for review before the Special Meeting on 12/28/2020.

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

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

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

- 3) **PURCHASE PRESSURE WASHER- HWA GROUP- QUOTE RECEIVED**

Karcher HDS 3.5/35 cage, gas powered, hot water pressure washer \$6,500.00.

**MOTION** made by Supervisor Cross, Second by Supervisor Lignore to **PURCHASE** Karcher Pressure Washer at a cost of \$6,500.00.

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

- 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 Lignore, Second by Supervisor Bartulovich to PURCHASE 2021 F-550 Dump Truck cost of \$87,374.00

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

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

(See attached) Schedule a presentation for 12/28 at 3:00 p.m.

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

**MOTION** made by Supervisor Cross, Second by Supervisor Lignore to\_\_\_\_\_

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

## **CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

### **1) PENN FOREST TOWNSHIP PROPOSED 2021 BUDGET**

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to advertise the 2021 Proposed Budget for DECEMBER 8th.

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

### **2) ZELENKOFKSKE AXELROD LLC- ENGAGEMENT & GOVERNANCE LETTER**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes to ACCEPT the Engagement & Governance letter from Zelenkofske Axelrod to perform the 2020 audit.

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

### **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 Bartulovich, Second by Supervisor Lignore to UPGRADE to 150 MBPS internet with BRC, monthly cost of \$134.95.

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

### **4) TEAMSTERS LOCAL 773 GRIEVANCE #40835**

Grievance was filed against us on 11/20/2020 stating "Failure to get overtime rate on 11-8-2020 and 11-14-2020. I took sick leave to reduce my hours and being denied overtime."

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to DENY Grievance #40835.

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

**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 Bartulovich, Second by Supervisor Meckes to PURCHASE fax machine adapter for Municipal Office, cost of \$127.50.

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

**ROGER MECKES, ROADMASTER**

**1) BERGEY’S COMMERCIAL TIRE QUOTE- KABOTA TRACTOR**

Replace 4 tires total cost \$2,335.35

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to PURCHASE (4) tires for Kabota Tractor cost of \$2,335.35.

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

**F. PFT PARK AND RECREATION**

The bathrooms have been winterized.

**G. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR NOVEMBER 2020**

Supervisor Meckes stated, all projects are completed. All shoulders are done. Waiting on line painting. Ready for the snow. Transfer Station pads are in for the new compactor. Spray foam will be done on Thursday.

**TRANSFER STATION**

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

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

**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. Kathryn Forry stated over 400 Zoning Applications have been submitted for the year.

### 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 Bartulovich, Second by Supervisor Meckes 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- Yes; SL-Yes; CB-Yes; TC-Yes; RM-Yes **MOTION PASSED**

### 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 Bartulovich, Second by Supervisor Meckes 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- Yes; SL-Yes; CB-Yes; TC-Yes; RM-Yes **MOTION PASSED**

**I. PUBLIC COMMENTS – (3 Minute Limit)**

NONE

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:00 P.M.**

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

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

**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 17<sup>th</sup>, at 6:30 p.m. at PFT Park.***
- 3) *The Planning Commission will hold their monthly meeting on Monday, December 28<sup>th</sup>, at 6:00 p.m. (If needed).***
- 4) *The Township Office will be closed on December 24<sup>th</sup>, 25<sup>th</sup> and January 1<sup>st</sup> for Christmas and New Year's Holiday.***

\_\_\_\_\_  
**DANA VITALE**  
**TOWNSHIP SECRETARY**

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