

**PENN FOREST TOWNSHIP  
BOARD OF SUPERVISORS  
2010 STATE ROUTE 903  
JIM THORPE, PA 18229**

**AGENDA**

**October 4, 2021**

**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 Meckes asked that all in attendance stand and recite the "Pledge of Allegiance".

**CALL TO ORDER:**

Supervisor Meckes called the meeting to order at 7:00 p.m.; Roll Call by Township Secretary.

**Members:** Roger Meckes, Chairman  
Christian Bartulovich, Vice Chairman  
Judith Knappenberger, Supervisor (by phone)  
Scott Lignore, Supervisor  
Thomas Cross, Supervisor

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

**A. PUBLIC COMMENTS: (3 Minute Limit)**

**B. MEETING MINUTES:**

**1) REGULAR BOS MEETING ON SEPTEMBER 7, 2021**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from SEPTEMBER 7, 2021.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED (no motion)**

**JIM THORPE ROTARY SUMMER RECREATION PROGRAM - LETTER OF APPRECIATION**

**FINALIZED COPY OF PFT FINANCIAL STATEMENTS FOR YEAR ENDED 12/31/2020**

**DCED DAVID A. METTIN SUBMITTED PFT POLICE ASSESSMENT**

**D. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 9/30/2021)**

Township General Fund:	\$ 2,292,272.09	State Liquid Fuels Fund:	\$ 78.84
Sanitation Fund:	\$ 380,185.83	Payroll:	\$ 20,968.55
Septic Fund:	\$ 317,891.78	Debit Card	\$ 3,420.68
SALDO:	\$ 60,535.43	Fire Escrow:	\$ 23,349.00
Rent :	\$ 4,147.89	American Rescue	\$ 508,788.54
<b>TOTAL:</b>			<b>\$3,611,638.63</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 9/30/2021)**

Account Ending: #1841 -	\$ 3,607,351.90	(3 month CD)
#5851 -	\$ 259,123.62	(6 month CD)
#1301 -	\$ 2,049,067.58	(13 month CD)
<b>TOTAL:</b>	<b>\$ 5,915,543.10</b>	

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 9/30/2021)**

Account Ending:  
#1710 CLOSED

**TOTAL:**

**TOTAL FUNDS ON DEPOSIT: \$ 9,527,181.73**

1) **MOTION** made by Supervisor\_\_\_\_\_, Second by Supervisor\_\_\_\_\_ to accept Treasurer's Report for SEPTEMBER 2021 (Subject to Audit).

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

2) **PAYMENT OF THE BILLS FOR SEPTEMBER 2021**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to pay the bills for SEPTEMBER 2021.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**E. OLD BUSINESS:**

**ROGER MECKES, CHAIRMAN**

**1) RESOLUTION NO. 21 OF 2021- SHORT TERM RENTAL LICENSING**

Short-term rental applications, proposed fee resolution which now provides for a refund.

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

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**2) REQUEST TO REMOVE LATE FEE - (SEE ATTACHED)**

**F. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

**1) OPEN SEALED BIDS FOR 2021/2022 WINTER SNOW REMOVAL**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept the Bid from \_\_\_\_\_ for the amount of \$ \_\_\_\_\_ for the 2021/2022 Winter Snow Removal.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**2) RESOLUTION NO. 22 OF 2021- DECLARATION OF DISASTER**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ RESOLUTION NO. 22 OF 2021- DECLARATION OF DISASTER, to extend 60 days.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**3) RATIFY THE MOTION - TRANSFER STATION COMPACTOR REPAIR**

Transfer Station compactor has structural damage. J.P. Mascaro & Sons quoted (see attached) the repair for parts and labor, total cost of \$2,850.00 Repair was scheduled for Tuesday, 9/28.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to ratify the motion to have J.P. Mascaro repair damaged compactor, total cost of \$2,850.00.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**4) DISCUSSION: PURCHASE NEW TRANSFER STATION COMPACTOR**

Quotes received:

**Eagle Equipment-** (1) new 2-yard stationary compactor; \$20,410.00 plus tax. Relocate/swap compactor #1 & #3 \$2,500 same trip, \$2, 850 separate trip.

**Winter Equipment-** (1) new 2-yard stationary compactor \$19,801.00.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ accept the quote from \_\_\_\_\_ total cost of \$ \_\_\_\_\_.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**5) DISCUSSION: CONCRETE PAD FOR NEW COMPACTOR**

Total cost up to \$1,800.00.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**6) DISCUSSION: NEW 2022 VEHICLE - UPGRADE BODY & COST**

**CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

**1) RATIFY THE EMERGENCY PURCHASE - TREASURERS COMPUTER**

Township Treasurers computer is defective. Replacement of computer (quote attached) total cost \$1,388.00.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to ratify the motion to purchase lap top computer for township Treasurer, total cost of \$1,388.00.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**2) REPLACE MUNICIPAL OFFICE COMPUTERS- UNDERDOG PROPOSAL**

(6) Lenovo ThinkPad E14 Gen 2 laptops \$1,119 = \$6,714.00

(6) 3 year warranty \$150.00 = \$900.00

(6) USB C Dock \$119.00 = \$714.00

**Total cost: \$8,328.00**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ proposal from Underdog to replace Municipal Office computers, total cost of \$8,328.00.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**3) ZELENKOFKSKE AXELROD LLC PROPOSAL TO ASSIST WITH ARP (see attached)**

Township accounting firm is working with PSATs to provide discounted pricing (2.5 % of the funds received for townships receiving over \$500,000) for technical assistance with the American Recovery Plan. Zelenkofske Axelrod will provide training for allowable expenses; assistance with compliant reports and filing; updates to Treasury and commonwealth guideline; access to an email account to field any questions. Total cost \$25,000 from (2021-2024) will be invoiced.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the proposal received from Zelenkofske Axelrod; contingent upon Attorney Nanovic's comments being addressed, as stated in his September 29, 2021 letter.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**G. PFT PARK AND RECREATION**

**1) PUMP TRACK QUOTE- DIRT SCULPT**

Professional services to design pump track, total cost \$3,000.00.

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

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**2) DISCUSSION: FOOD TRUCKS LICENSE/LEASE**

**3) GRASS SEED, LIME & FERTILIZER - SMALES FARM STORE**

Purchase Grass Seed, Lime & Fertilizer from Smales Farm Store, not to exceed \$3,500.00.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Grass seed, lime and fertilizer from Smales Farm Store, not to exceed \$3,500.00

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION** \_\_\_\_\_

**JUDITH KNAPPENBERGER, SUPERVISOR**

**1) DISCUSSION: HALLOWEEN TRUNK OR TREAT**

**H. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR SEPTEMBER 2021**

**TRANSFER STATION**

**1) BULK AMOUNT for SEPTEMBER 2021---\$622 .00 Year to Date Total: \$6,822.00**

2020-2021 Residential Permits	(4)	200.00
2020-2021 Pro-Rated Permits	(0)	0.00
2021-2022 Commercial Permits	(0)	0.00
2021-2022 Residential Permit	(40)	<u>5,563.51</u>
<b>TOTAL DEPOSITS</b>		<b><u>\$6,385.51</u></b>

**2) ADMINISTRATIVE REPORTS –**

**A) RIGHT-TO-KNOW REQUESTS FOR SEPTEMBER 2021-**

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

**Submitted: 65 / Responded: 65 / Total Hours: 59.25hrs.**

**Zoning & Septic Requests: Submitted: 60 / Responded: 60**

**I. ZONING DEPARTMENT - Kathryn Forry submitted Zoning Report for SEPTEMBER 2021.**

**INDIAN MOUNTAIN LAKE CIVIC ASSOCIATION- ROUTE 534 BUS STOP - RECREATION AREA- PRELIMINARY/FINAL LAND DEVELOPMENT PLAN**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept the final plans for approval, pending the final plan signatures, Performance Guarantee, Maintenance Guarantee, and Development Agreement are executed.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**KISSNER REVERSE SUBDIVISION- PARCELS 22A-51-EV776 & EV777- CONDITIONAL APPROVAL**

**a) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the waiver for **SALDO Sections 334.8, 314.16/333.15, 331, 333.31 and 311.1** recommended by Planning Commission.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**b) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept the **plan** as recommended by the Planning Commission, contingent upon engineer's comments from the September 24, 2021 review letter be addressed and the final payment of any outstanding fees.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**CHESSEMAN REVERSE SUBDIVISION- PARCELS 11A-51B17 & B16- CONDITIONAL APPROVAL**

**a) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the waiver for **SALDO Sections 331.31, 311.1 and 334.8**, recommended by Planning Commission.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**b) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept the **plan** as recommended by the Planning Commission, contingent upon engineer's comments from the September 24, 2021 review letter be addressed and the final payment of any outstanding fees.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**SKRAPITS REVERSE SUBDIVISION- PARCELS 67A-51-E373 & E374- CONDITIONAL APPROVAL**

**a) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the waiver for **SALDO Sections 331.31, 314.16 and 333.15**, recommended by Planning Commission.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**b) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept the **plan** as recommended by the Planning Commission, contingent upon engineer's comments from the September 24, 2021 review letter be addressed and the final payment of any outstanding fees.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**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 Monday, November 1<sup>st</sup>, at 7:00 p.m.**
- 2) The Park and Recreation will hold their monthly meeting on Thursday, October 21<sup>st</sup>, at 6:00 p.m.**
- 3) The Planning Commission will hold their monthly meeting on Monday, October 25<sup>th</sup>, at 6:00 p.m. (If needed).**
- 4) Municipal Building will be closed on Monday, October 11<sup>th</sup> in observance of Columbus Day. The Transfer Station will be open.**

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

\_\_\_\_\_  
**ROGER MECKES**  
**CHAIRMAN, BOARD OF SUPERVISORS**