

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

AMENDED
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
TOTAL:			\$3,611,638.63

(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)
TOTAL:	\$ 5,915,543.10	

(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)	5,563.51

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 SUBDIVISON- 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**_____

MOTIONS TO AMEND AGENDA

Reason: Todd Fox P&R Chairman approached the BOS.

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to ADD Halloween Trunk or Treat event at the Park.

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

Reason: Supervisor Knappenberger received the quote 10/4/2021.

MOTION made by Supervisor Knappenberger, Second by Supervisor Bartulovich to ADD Park Veteran Monument.

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

Reason: Todd Fox P&R Chairman approached the BOS.

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to ADD Park Dog Waste Stations.

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

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

**DANA VITALE
TOWNSHIP SECRETARY**

**ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS**