

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

**AGENDA**

**November 1, 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 OCTOBER 4, 2021**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from OCTOBER 4, 2021.

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

**C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**JIM THORPE POLICE DEPT/BOROUGH- CARBON COUNTY VETERAN’S DAY PARADE**

Request assistance from PFT Fire Police #1 & #2 for the Veteran’s Day Parade on 11/7/2021.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Penn Forest Township Fire Police #1 & #2 to provide traffic control for the Sunday, November 7, 2021 Veteran’s Day Parade.

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

**D. TREASURER’S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 10/29/2021)**

Township General Fund:	\$ 2,395,099.89	State Liquid Fuels Fund:	\$ 93.56
Sanitation Fund:	\$ 356,939.92	Payroll:	\$ 10,119.30
Septic Fund:	\$ 326,652.69	Debit Card	\$ 5,000.85
SALDO:	\$ 75,644.26	Fire Escrow:	\$ 23,349.00
Rent :	\$ 9.97	American Rescue	\$ 502,597.09
<b>TOTAL:</b>			<b>\$3,695,506.53</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 10/29/2021)**

Account Ending: #1841 -	\$ 3,607,796.90	(3 month CD)
#5851 -	\$ 259,123.62	(6 month CD)
#1301 -	\$ 2,049,236.00	(13 month CD)
<b>TOTAL:</b>	<b>\$ 5,916,156.52</b>	

**TOTAL FUNDS ON DEPOSIT: \$ 9,611,663.05**

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

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

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

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

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

**E. OLD BUSINESS:**

**ROGER MECKES, CHAIRMAN**

**DISCUSSION: PURCHASE NEW TRANSFER STATION COMPACTOR**

Tabled from last month's meeting for a 3<sup>rd</sup> quote. (2) Quotes submitted, 3<sup>rd</sup> quote requested and never received.

**Eagle Equipment-** (1) new 2-yard stationary compactor; \$19,550.00 plus tax.

**Winter Equipment-** (1) new 2-yard stationary compactor, \$18,954.00 plus tax.

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

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

**WB ELECTRIC QUOTE FOR NEW COMPACTOR**

Furnish and install electrical disconnect for new compactor. Trenching, backfill and patching will be provided by Township. Total cost of \$1,434.75.

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

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

**INDIAN MOUNTAIN LAKES CIVIC ASSOCIATION- PROPOSED DEVELOPMENT AGREEMENT( 534 Bus Stop – Recreation Area)**

Prepared by Attorney Nanovic, reviewed by Township Engineer.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the Indian Mountain Lakes Civic Association Development Agreement (534 Bus Stop – Recreation Area).

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

**OLYMPIAN BOOSTER CLUB DONATION**

Adopt Resolution No. 23 of 2021-Olympian Booster Club Donation.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to ADOPT Resolution No. 23 of 2021 to donate \$ \_\_\_\_\_ to the Olympian Booster Club for the purchase of football helmets.

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

**JUDITH KNAPPENBERGER, SUPERVISOR**

**VETERANS MONUMENT - DOCUMENTS**

**F. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

**VOLUNTEER FIRE RELIEF PROGRAM—Allocation of Funds Received \$58,295.83**

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to distribute the funds to PFT Volunteer Fire **Co. #1--\$29,147.92** and PFT Volunteer Fire **Co. #2--\$29,147.92**

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

**RATIFY THE MOTION TO DISTRIBUTE ROLLING TRUCK FUNDS**

Fire Co #1 requested to have an October distribution.

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to RATIFY the distribution of the Rolling Truck funds of **\$30.000** to PFT Volunteer Fire Co. # 1 & PFT Volunteer Fire Co. # 2.

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

**TRANSFER STATION TRENCH DRAIN AND SALT SHED PROJECTS**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Hanover Engineering to advertise separate bids for construction, pending final review by the BOS and Twsp. Staff.

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

**TRANSFER STATION CONCRETE BLOCKS**

Barriers for the Transfer Station ramp and new compactor.  
Rock Hill Concrete (6) 2ft x 2ft x 6ft \$45.00/each, J&R Slaw \$50.00/each.

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

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

**DISCUSSION: BACKHOE FORKS**

**CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

**PENN FOREST TOWNSHIP PROPOSED 2022 BUDGET**

<b><u>General</u></b>	Revenue-	\$2,476,754.37
	Expenditures-	2,476,754.37
Est- 2022 Begin Balance		\$2,300,000.00
<b><u>Sanitation</u></b>	Revenue-	\$422,900.00
	Expenditures-	422,900.00
Est- 2022 Begin Balance		\$350,000.00
<b><u>State Liquid Fuels</u></b>	Revenue-	\$261,232.43
	Expenditures-	261,232.43
Est- 2022 Begin Balance		100.00 (interest)

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to advertise the 2022 Proposed Budget for NOVEMBER 5<sup>TH</sup>.

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

**G. PFT PARK AND RECREATION**

**FLOOD LIGHT QUOTE - BASEBALL FIELD BACK STOP FENCE (see attached)**

**Confer Electric, LLC** submitted a proposal to wire and install 2 LED flood lights on the backstop fence of the baseball field with a lockable switch. Trenching, backfilling and seeding will be done by the Township. Total cost \$2,485.00.

**WB Electric** submitted a proposal to furnish & install (2) LED flood lights. Power will be fed from existing box on pedestal and ran underground to back stop. Metallic conduit will be installed on the back of fencing and the two lights will be evenly spaced. Total cost \$3,011.58

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

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

**PUMP TRACK – DIRT SCULPT, LLC**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Hanover Engineering to assist Todd Fox & Dirt Sculpt with preparation of bid documents for proposed pump track. Total cost not to exceed \$3,750.00.

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

**H. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR OCTOBER 2021**

**TRANSFER STATION**

**1) BULK AMOUNT for OCTOBER 2021---\$864 .00 Year to Date Total: \$7,686.00**

2020-2021 Residential Permits	(3)	150.00
2020-2021 Pro-Rated Permits	(0)	0.00
2021-2022 Commercial Permits	(0)	0.00
2021-2022 Residential Permit	(7)	<u>1,050.00</u>
<b>TOTAL DEPOSITS</b>		<b><u>\$2,064.00</u></b>

**2) ADMINISTRATIVE REPORTS –**

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

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

**Submitted: 57 / Responded: 57 / Total Hours: 43.25 hrs.**

**Zoning & Septic Requests: Submitted: 53/ Responded: 53**

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

**RITAL LLC, LAND DEVELOPMENT PLAN- NEW GAS STATION (12-51-A2.04) - EXTENSION LETTER**

Time extension (90-day, until 2/7/2022) authorization for Rital LLC Land Development Plan for a new gas station.

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_ the 90-day extension (until 2/7/2022) for the Rital LLC Land Development for a new gas station.

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

**CONDITIONAL APPROVAL: DIETSCHE SUBDIVISION- PARCELS  
(22A-51-C1650 & C1651)**

a) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the waiver for **SALDO Section 333.31** as 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 October 22, 2021 review letter be addressed and the final payment of any outstanding fees.

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

**REMINDERS:**

- 1) *The Next Regular Board of Supervisors Meeting will be held Monday, December 6<sup>th</sup>, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Thursday, November 18<sup>th</sup>, at 6:00 p.m.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, November 22<sup>nd</sup>, at 6:00 p.m. (If needed).*
- 4) *Electronic Recycling will take place at the Transfer Station on Saturday, November 20<sup>th</sup> from 9:00 a.m. - 3:00 p.m. (or until trucks are full) for Penn Forest Township Residents ONLY.*
- 5) *The Municipal Building will be closed on Thursday, November 25<sup>th</sup> & Friday, November 26<sup>th</sup> in observance of Thanksgiving Holiday.*

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

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ROGER MECKES  
CHAIRMAN, BOARD OF SUPERVISORS