

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

MEETING MINUTES

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)

Todd Fox- P & R Chairman – few people have brought to my attention issues with dog feces. We are proposing a dog waste station posts with bags to mitigate the issue the station its self which comes to \$200.00 with the mounting hardware, 2,000 bags asking for a max of #1,000.00 which would be four posts and located somewhere around the track. It has been brought up in the past. One more thing we would like to have a trunk or treat on the 31st before dark or into dark. Could we get an up-to amount to submit receipts? Christian Bartulovich stated he would like to amend the agenda to add this item.

Jennifer Albright / Alex Vitti – Olympian Booster Club- we were founded in 1967, we sponsor Football, Cheerleading, Volleyball & Basketball in JTASD and is requesting from the Township to donate money to the team to replace helmets that are 20 years old. The new helmets would cost \$175.00 each total \$10,600.00. Solicitor Nanovic asked if this is for next season. He stated that he needs to find out if we can do it. Supervisor Meckes stated to send a price quote to Township Secretary for the board to consider. Alex Vitti- I will get over some of our articles and it's critical that we get new equipment because of COVID we missed the deadline and using equipment that is unsafe.

3 Fire police for #1 were sworn in by Attorney Nanovic.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON SEPTEMBER 7, 2021

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to approve the BOS Meeting Minutes from SEPTEMBER 7, 2021.

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

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:

TOTAL:

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

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

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to pay the bills for SEPTEMBER 2021.

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

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 Bartulovich, Second by Supervisor Lignore to ADOPT Resolution No. 21 of 2021- STR application refund

ROLL CALL: JK- no; S- yes; CB- yes; TC- no; RM- yes **MOTION PASSED**

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to waive the late fee of \$25.00 (parcel 49A-51-C307)

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

F. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

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

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to accept the Bid from Shiffer Bituminous for the amount of \$125.00 & \$85.00 hour for the 2021/2022 Winter Snow Removal.

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to ADOPT RESOLUTION NO. 22 OF 2021- DECLARATION OF DISASTER, to extend until 1-3-2022.

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

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 Meckes, Second by Supervisor Bartulovich to ratify the motion to have J.P. Mascaro repair damaged compactor, total cost of \$2,850.00.

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

4) DISCUSSION: PURCHASE NEW TRANSFER STATION COMPACTOR

Quotes received: **TABLED UNTIL NEXT MONTH FOR A THIRD QUOTE**

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.

5) DISCUSSION: CONCRETE PAD FOR NEW COMPACTOR

Total cost up to \$1,800.00. Rock Hill Concrete. PFT employees will do the work.

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to purchase concrete from Rockhill Concrete, cost up to \$1,800.00.

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to upgrade the 2022 Ford F600 body(larger box) total cost of \$101,192.00.

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

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 Bartulovich, Second by Supervisor Lignore to ratify the motion to purchase lap top computer for township Treasurer, total cost of \$1,388.00.

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

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

TABLED UNTIL NEXT MONTH

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 Bartulovich, Second by Supervisor Lignore to ACCEPT the proposal received from Zelenkofske Axelrod; contingent upon Attorney Nanovics comments being addressed, as stated in his September 29, 2021 letter.

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

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 Bartulovich, Second by Supervisor Lignore to ACCEPT quote from DIRT SCULPT to design the Pump Track, total cost of \$3,000.00.

ROLL CALL: JK-no; SL-yes; CB-yes; TC-yes; RM-yes **MOTION PASSED**

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

Attorney Nanovic will put something together for a 3-month lease \$100.00/month.

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 Meckes, Second by Supervisor Bartulovich to PURCHASE Grass seed, lime and fertilizer from Smales Farm Store, not to exceed \$3,500.00.

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

4) **DOG WASTE STATION- ADDED TO AGENDA**

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**

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to PURCHASE (4) Dog Waste Stations for the park, up to \$1,000.00.

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

JUDITH KNAPPENBERGER, SUPERVISOR

1) DISCUSSION: HALLOWEEN TRUNK OR TREAT

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**

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to schedule Halloween Truck or Treat event for 10/31/21 from 5-7 pm.

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Cross to donate up to \$500.00 for supplies for Trunk or Treat event.

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

2) VETERAN MONUMENT- ADDED TO AGENDA

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**

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to PURCHASE Veteran Monument for the Park. Total cost of \$5,300.00.

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

Supervisor Knappenberger stated different prototypes will be submitted for approval.

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR SEPTEMBER 2021

Grass is finally slowing down. Salt is ordered. Backup snow plow help
Shoulders are back in shape and roads are pretty good.

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>
TOTAL DEPOSITS		<u>\$6,385.51</u>

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. Kathryn Forry, BIA stated she has been inundated with STR phone calls.

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

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

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

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

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

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

b) **MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich 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-yes; SL-yes; CB-yes; TC-yes; RM-yes **MOTION PASSED**

CHESEMAM REVERSE SUBDIVISON- PARCELS 11A-51B17 & B16- CONDITIONAL APPROVAL

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

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

b) **MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich 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-yes; SL-yes; CB-yes; TC-yes; RM-yes **MOTION PASSED**

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

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

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

b) **MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich 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-yes; SL-yes; CB-yes; TC-yes; RM-yes **MOTION PASSED**

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:55 P.M.

MOTION to adjourn meeting by Supervisor Meckes, Second by Supervisor Bartulovich

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

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