

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

AMENDED
AGENDA

December 6, 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

Executive session was held on 11/9/21 to discuss potential litigation.

A. PUBLIC COMMENTS: (3 Minute Limit)

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON NOVEMBER 1, 2021

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from NOVEMBER 1, 2021.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION**_____

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

BEAR CREEK LAKES CIVIC ASSOCIATION - STORMWATER RUNOFF PROJECT

D. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 11/30/2021)

Township General Fund:	\$ 2,365,690.26	State Liquid Fuels Fund:	\$ 93.57
Sanitation Fund:	\$ 318,766.50	Payroll:	\$ 16,129.46
Septic Fund:	\$ 328,749.47	Debit Card	\$ 4,056.38
SALDO:	\$ 73,297.54	Fire Escrow:	\$ 23,349.00
Rent :	\$ 72.40	American Rescue	\$ 502,657.28
TOTAL:			\$3,632,861.86

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 11/30/2021)

Account Ending: #1841 -	\$ 3,608,256.26	(3 month CD)
#5851 -	\$ 259,210.24	(6 month CD)
#1301 -	\$ 2,049,410.04	(13 month CD)
TOTAL:	\$ 5,916,876.54	

TOTAL FUNDS ON DEPOSIT: \$ 9,549,738.40

1) **MOTION** made by Supervisor_____, Second by Supervisor_____ to accept Treasurer's Report for NOVEMBER 2021 (Subject to Audit).

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION**_____

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

MOTION made by Supervisor _____, Second by Supervisor _____ to pay the bills for NOVEMBER 2021.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION**_____

E. OLD BUSINESS:

JUDITH KNAPPENBERGER, SUPERVISOR

PARK VETERANS MONUMENT

F. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

VOLUNTEER TAX CREDIT PROGRAM

PFT Volunteer Fire Co. #1 submitted their notarized list and Volunteer Credit Application for the 2021 tax year.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____ the applications for refund of Municipal Earned Income Tax for year 2021.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

CHRISTMAS CELEBRATION FOR TOWNSHIP STAFF

Township Secretary is requesting approval to spend up to \$500.00 on catered food for a Christmas Celebration and to shut down the office for approximately one hour.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

DISCUSSION: INDIAN MOUNTAIN LAKES CIVIC ASSOCIATION DEVELOPMENT AGREEMENT

WELL ISOLATION DISTANCE EXEMPTION REQUESTS

Well Isolation Distance Exemption request for **Krzystof/Skaza, 155 North Shore Drive (IML)** – Parcel # 2A-51-C1014, Albrightsville. Requesting a waiver of the 100 feet minimum isolation distance for a residential well. Micro mound in the front yard (zone 1) will be no less than 58 feet from the well; the micro mound on the right side yard (zone 2) will be approximately 53 feet from the private well. (see attached for details)

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

Well Isolation Distance Exemption request for **Bruce/Smith, 32 Grouse Trail (IML)** – Parcel # 2A-51-LI207, Albrightsville. Requesting a waiver of the 100 feet minimum isolation distance for a residential well. Horizontal distance to the existing well to be 55.5 feet. (see attached for details)

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

BELTZVILLE ENTERPRISES STORAGE UNITS - CERTIFICATION OF WORK COMPLETED

Dan Wilusz, BIA Engineer submitted his final inspection of site work. The applicant is requesting release of funds based upon the inspection results. Mr. Wilusz stated in his review (see attached) that he recommends the Township to release the remaining construction escrow funds of **\$19,000.00.**

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the remaining **\$19,000.00** in escrow funds for the Beltzville Enterprises Storage Units.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

ADOPT THE PROPOSED 2022 BUDGET

<u>General</u>	Revenue-	\$2,476,754.37
	Expenditures-	2,476,754.37
Est- 2022 Begin Balance		\$2,300,000.00
<u>Sanitation</u>	Revenue-	\$422,900.00
	Expenditures-	422,900.00
Est- 2022 Begin Balance		\$350,000.00
<u>State Liquid Fuels</u>	Revenue-	\$261,232.43
	Expenditures-	261,232.43
Est- 2022 Begin Balance		\$93.57 (interest)

MOTION made by Supervisor _____, Second by Supervisor _____ to **ADOPT** the 2022 proposed Budget as the final budget for 2022.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

RESOLUTION NO. 24 OF 2021- APPOINTING ENFORCEMENT OFFICERS

Enforcement of Short-Term Rental Ordinances.

MOTION made by Supervisor _____, Second by Supervisor _____ to **ADOPT** RESOLUTION NO. 24 OF 2021- appointing enforcement officers.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

PURCHASE ADDITIONAL FILE CABINETS - MUNICIPAL OFFICE (see attached)

MOTION made by Supervisor _____, Second by Supervisor _____ to

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION** _____

AMEND TO ADD:

Reason: Just received the quote today 12/6/21 at 3:00 p.m. from BRC for internet at the park.

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to ADD to accept the quote from BRC for internet at the park, \$5,527.59 for Verizon Make ready work and \$4,509.00 for BRC.

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

JUDITH KNAPPENBERGER, SUPERVISOR

LEHIGHTON AMBULANCE ASSOCIATION

Distribute budgeted funds to Leighton Ambulance Co.

MOTION made by Supervisor _____, Second by Supervisor _____ to

ROLL CALL: JK___; SL___; CB ___; TC___; RM___ **MOTION**_____

AMEND TO ADD:

REASON: Was waiting on clarification from Township Labor Attorney.

MOTION made by Supervisor Knappenberger, Second by Supervisor Lignore to ADD Christmas Bonus of \$1,000.00 from ARP funds to Township Employees.

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

G. PFT PARK AND RECREATION

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR NOVEMBER 2021

TRANSFER STATION

1) BULK AMOUNT for NOVEMBER 2021---\$662 .00 Year to Date Total: \$8,348.00

2020-2021 Residential Permits	(0)	0.00
2020-2021 Pro-Rated Permits	(0)	0.00
2021-2022 Commercial Permits	(0)	0.00
2021-2022 Residential Permit	(11)	<u>1,574.33</u>

2) ADMINISTRATIVE REPORTS –

A) RIGHT-TO-KNOW REQUESTS FOR NOVEMBER 2021-

Administrative & Financial Requests: (See Attached Lists)

Submitted: 58 / Responded: 58 / Total Hours: 50 hrs.

Zoning & Septic Requests: Submitted: 51/ Responded: 51

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

William Lay Lot Consolidation Plan—Conditional Preliminary/Final Re-Approval

Approved at the May 4, 2020 BOS meeting, new plans never submitted

Mr. William Lay, and Ms. Cynthia McCoy propose the combination of two existing lots (lots 197 and 198) into one lot (Lot 197A) within the Sunrise Ridge Subdivision and the following waiver from SALDO; Section 333.31- (tree location of all trees over 8 inches in diameter). The Planning Commission recommends to the Township Board of Supervisors to grant the waivers and approve the plan, conditioned upon satisfying any and all remaining items in the Barry Isett & Associates review letter dated March 23, 2020, and those listed in the Carbon County Planning Commission letter dated March 17, 2020.

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to grant the waivers for **SALDO Section 333.31** as recommended by PC.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION**_____

b) **MOTION** made by Supervisor _____, Second by Supervisor _____ to approve and accept the **plan** as recommended by the Planning Commission.

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION**_____

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT ____ P.M.

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

ROLL CALL: JK____; SL____; CB ____; TC____; RM____ **MOTION**_____

REMINDERS:

- 1) *The Reorganization Meeting will be held on Monday, January 3rd at 6:00 p.m. immediately followed by the regular Board of Supervisors Meeting.*
- 2) *The Park and Recreation will not hold a December meeting, due to the holidays. The next monthly meeting will be on Thursday, January 20th, at 6:00 p.m.*
- 3) *The Planning Commission will hold their monthly meeting via Zoom on Monday, December 27th, at 6:00 p.m. Meeting information will be posted on the Township website.*
- 4) *The Township Office will be closed on December 23rd, 24th and December 31st for Christmas and New Year's Holiday.*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS