

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

AGENDA

January 3, 2022

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:

Supervisor 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, Supervisor
Christian Bartulovich, Supervisor
Scott Lignore, Supervisor
Thomas Cross, Supervisor
Patrick Holland, Supervisor

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

A. PUBLIC COMMENTS: (3 Minute Limit)

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON DECEMBER 6, 2021

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from DECEMBER 6, 2021.

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION**_____

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

NONE

D. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 12/31/2021)

Township General Fund:	\$ 2,499,348.65	State Liquid Fuels Fund:	\$ 93.58
Sanitation Fund:	\$ 307,965.90	Payroll:	\$ 16,253.91
Septic Fund:	\$ 326,858.30	Debit Card	\$ 4,056.38
SALDO:	\$ 73,412.14	Fire Escrow:	\$ 23,349.00
Rent :	\$ 4,234.45	American Rescue	\$ 480,714.57
TOTAL:			\$3,734,729.44

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 12/31/2021)

Account Ending: #1841 -	\$ 3,608,256.26	(3 month CD)
#5851 -	\$ 259,210.24	(6 month CD)
#1301 -	\$ 2,049,578.48	(13 month CD)
TOTAL:	\$ 5,917,044.98	

TOTAL FUNDS ON DEPOSIT: \$ 9,651,774.42

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

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION**_____

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

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

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION**_____

E. OLD BUSINESS:

1) **DISCUSSION: PARK VETERAN MONUMENT CONTEST**

F. NEW BUSINESS:

ROGER MECKES, SUPERVISOR

1) **RESOLUTION NO. 2 OF 2022 TO APPOINT CERTIFIED PUBLIC ACCOUNTANT**

To appoint Zelenkofske Axelrod LLC. to make an examination of all of the account funds of Penn Forest Township for the fiscal year 2021.

MOTION made by Supervisor _____ Second by Supervisor _____ to APPOINT _____ to make an examination of all of the account funds of the township for the fiscal year 2021.

ROLL CALL: RM___; CB___; SL___; TC___; PH___ MOTION_____

- 2) **RESOLUTION NO. 3 OF 2022—Appointed Delegate and Alternate for TCC**
MOTION made by Supervisor ____, Second by Supervisor ____ to adopt Resolution #3 of 2022 appointing a Delegate _____ and an Alternate _____ as representatives for the CC Tax Collection Committee.

ROLL CALL: RM___; CB___; SL___; TC___; PH___ MOTION_____

- 3) **RESOLUTION NO. 4 OF 2022—Declaration of Disaster Emergency**
MOTION made by Supervisor ____, Second by Supervisor ____ to adopt Resolution #4 of 2022- DECLARATION OF DISASTER EMERGENCY to extend until April 4, 2022.

ROLL CALL: RM___; CB___; SL___; TC___; PH___ MOTION_____

- 4) **VOLUNTEER TAX CREDIT PROGRAM**
PFT Volunteer Fire Co. #2 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: RM___; CB___; SL___; TC___; PH___ MOTION_____

- 5) **WB ELECTRIC QUOTE- TRANSFER STATION THIRD COMPACTOR**
Furnish and install (1) under canopy LED light on third compactor ceiling; (1) weather proof switch and (1) Arm LED light fixture; total cost of \$1,807.10.

MOTION made by Supervisor ____, Second by Supervisor____, to_____ the quote from WB Electric to furnish and install light on the third compactor at the Transfer Station.

ROLL CALL: RM___; CB___; SL___; TC___; PH___ MOTION_____

- 6) **DISCUSSION: PURCHASE INSULATION FOR TOWNSHIP BUILDING**

MOTION made by Supervisor ____, Second by Supervisor____, to_____

ROLL CALL: RM___; CB___; SL___; TC___; PH___ MOTION_____

G. PFT PARK AND RECREATION

- 1) **PARKING LOT USAGE REQUEST- PATHSTONE CHILD & FAMILY SERVICES**
Pathstone Child & Family Development Services is requesting to utilize the parking lot of PFT as a bus stop for 5-10 children. The bus will arrive for morning pick up at 7:30 a.m. and drop off at 2:15 p.m.; weekdays from January 2022 to the end of May 2022.

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

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION** _____

2) DISCUSSION: ORDER ADDITIONAL PORTA POTTY

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

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION** _____

3) DISCUSSION: PARK ADVISORY BOARD - NUMBER OF MEMBERS

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR DECEMBER 2021

TRANSFER STATION

1) BULK AMOUNT for DECEMBER 2021---\$478 .00 Year to Date Total: \$8,962.00

2021-2022 Pro-Rated Permits	(1)	107.52
2021-2022 Residential Permit	(1)	<u>150.00</u>
TOTAL DEPOSITS		<u>\$735.52</u>

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: (See Attached Lists)

Submitted: 29 / Responded: 29 / Total Hours: 26.5 hrs.

Zoning & Septic Requests: Submitted: 24/ Responded: 24

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

CONDITIONAL APPROVAL: – NAPHYS SUBDIVISION- PARCELS -22A-51-A84, 22A-51-A85 and 22A-51-A83

Waiver has been requested for SALDO section 333.31 (trees of greater than eight (8) inches in caliper not shown on plan).

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the waiver for **SALDO Section 333.31** as recommended by Planning Commission.

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION**_____

b) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the **plan** as recommended by the Planning Commission, contingent upon engineer’s comments from the December 23, 2021 review letter be addressed and the final payment of any outstanding fees.

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION**_____

CONDITIONAL APPROVAL: – GROMLEY SUBDIVISION- PARCELS -22A-51-C1441 and 22A-51-C1442

Waiver has been requested for SALDO section 333.31 (trees of greater than eight (8) inches in caliper not shown on plan).

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the waiver for **SALDO Section 333.31** as recommended by Planning Commission.

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION**_____

b) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the **plan** as recommended by the Planning Commission, contingent upon engineer’s comments from the December 23, 2021 review letter be addressed and the final payment of any outstanding fees.

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION**_____

REMINDERS:

- 1) The Next Regular Board of Supervisors Meeting will be held Monday, February 7th, at 7:00 p.m.**
- 2) The Park and Recreation will hold their monthly meeting on Thursday, January 20th, at 6:00 p.m. at the Municipal Building.**
- 3) The Planning Commission will hold their monthly meeting on Monday, January 24th, at 6:00 p.m. (If needed).**

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS