

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

MEETING MINUTES

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 (by phone)

Office Staff: **Dana Vitale, Secretary**
Solicitor: **Thomas S. Nanovic(via Zoom)**

A. PUBLIC COMMENTS: (3 Minute Limit)

PEGGY DUSABLON- STR- what is the process since the deadline will be up on November 8th. Do we call and complain if there isn't a license. Will you start fining if they haven't submitted for a license? Supervisor Bartulovich stated yes it is all automated. We are able to track the properties not in compliance and not registered.

JIM MANNIX - TT- STR -enforcement are you going to do anything physical to come out. Supervisor Bartulovich stated no. Jim Mannix stated so we have to go through TT Security. Supervisor Bartulovich stated I would absolutely say to also call your security. Mannix, can security call? Supervisor Bartulovich stated that yes no reason why not. Mannix, can a second fine be issued for the same incident. Bartulovich stated if it is reported to the 24 hour hotline and not resolved. Mannix, what do you mean not resolved? Bartulovich, if someone calls to put in a complaint, the 24 hour

contact person has up to 2 hours to rectify the issue. Mannix, can the phone call be made to the property owner at 3:00 in the morning. Bartulovich stated yes. Bartulovich stated that if the issue is resolved they will call you and state if it was resolved. Mannix stated a second fine can be issued from the township along with the HOAs fine. Mannix, any more movement on the Stoney Mountain Cell Tower. Attorney Nanovic stated the hearing has been postponed and in the process of setting up a new date for the hearing.

ALEX VITTI- IML- STR- My question to the board if I call and complain and I say it hasn't stopped. How do we handle the second calls? Bartulovich stated if you file a false report and it has been determined taken care of then that person filing the false report will be fined. Supervisor Lignore stated always have the security backing you up. Vitti, security will not come to a hearing it is a third party firm. Mannix stated cant the township stated subpoena the security. Attorney Nanovic before magisterial district judge and yes you can subpoena but the magisterial district judge has no ability to enforce the subpoena to hold someone in contempt. Why wouldn't they comply with a subpoena? I would think the association would cooperate with the Township. Supervisor Bartulovich stated I don't doubt we would get cooperation from the association, it much simpler to subpoena a document than and actually person. Attorney Nanovic stated once we start enforcing it we will see how it's going to work in practice. In either case we can subpoena both documents and people.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON OCTOBER 4, 2021

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to approve the BOS Meeting Minutes from OCTOBER 4, 2021.

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

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 Meckes, Second by Supervisor Bartulovich to AUTHORIZE Penn Forest Township Fire Police #1 & #2 to provide traffic control for the Sunday, November 7, 2021 Veteran's Day Parade.

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

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
TOTAL:			\$3,695,506.53

(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)
TOTAL:	\$ 5,916,156.52

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

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

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to pay the bills for OCTOBER 2021.

ROLL CALL: JK- yes; SL- yes; CB-yes; TC-abstain; RM- yes **MOTIONPASSED**

E. OLD BUSINESS:

ROGER MECKES, CHAIRMAN

DISCUSSION: PURCHASE NEW TRANSFER STATION COMPACTOR

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

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to ACCEPT the quote from WINTER EQUIPMENT total cost of \$18,954.00.

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

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 Meckes, Second by Supervisor Bartulovich to ACCEPT the quote from WB Electric total cost of \$1,434.75.

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

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 Bartulovich, Second by Supervisor Lignore to APPROVE the Indian Mountain Lakes Civic Association Development Agreement (534 Bus Stop – Recreation Area).

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

OLYMPIAN BOOSTER CLUB DONATION

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to ADOPT Resolution No. 23 of 2021 to donate \$10,500.00 to the Olympian Booster Club for the purchase of football helmets.

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

Alex Vitti & Larry McDaniel-

JUDITH KNAPPENBERGER, SUPERVISOR

VETERANS MONUMENT - DOCUMENTS

Judith Knappenberger discussed what options are available in terms of inscription and photos. What the next steps to follow and will be completed in about a year.

Jim Mannix discussed getting the Veterans involved with choosing what inscription and photos that will be placed on the monument. Hand out a piece of paper to the veterans so they know what is going on and can contribute with the process.

F. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore 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- yes; SL- yes; CB-yes; TC-yes; RM- yes **MOTIONPASSED**

RATIFY THE MOTION TO DISTRIBUTE ROLLING TRUCK FUNDS

Fire Co #1 requested to have an October distribution.

MOTION made by Supervisor Meckes, Second by Supervisor Lignore 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- yes; SL- yes; CB-yes; TC-yes; RM- yes **MOTIONPASSED**

TRANSFER STATION TRENCH DRAIN AND SALT SHED PROJECTS

TABLED UNTIL NEXT MONTH FOR REVIEW

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 Meckes, Second by Supervisor Bartulovich to AUTHORIZE the purchase up to \$300.00 for (6) concrete blocks

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

DISCUSSION: BACKHOE FORKS

MOTION made by Supervisor Knappenberger, Second by Supervisor Bartulovich to order Backhoe Forks from Five Star Equipment; total cost of \$4,000.00.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

PENN FOREST TOWNSHIP 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		\$100.00 (interest)

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to advertise the 2022 Proposed Budget for NOVEMBER 5TH.

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

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 Bartulovich, Second by Supervisor Meckes to accept the quote from **Confer Electric**, total cost of \$2,485.00.

ROLL CALL: JK- yes; SL- abstain; CB-yes; TC-yes; RM- yes **MOTIONPASSED**

PUMP TRACK – DIRT SCULPT, LLC

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to **AUTHORIZE** 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- yes; SL- yes; CB-yes; TC-yes; RM- yes **MOTIONPASSED**

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR OCTOBER 2021

Going well, salt full, anti-skid full. New truck arrived and getting built.
Potholes are patched. Grass winding down. We picked up the seed & lime for the park.

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>
TOTAL DEPOSITS		<u>\$2,064.00</u>

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. Still quite busy, Short Term Rentals is keeping the guys hoping. We are keeping up with everything.

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

Time extension (74-day, until 2/7/2022) authorization for Rital LLC Land Development Plan for a new gas station.

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore, to GRANT the 74-day extension (until 2/7/2022) for the Rital LLC Land Development for a new gas station.

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

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

Waiver has been requested for SALDO section 333.31 (trees of greater than eight (8) inches in caliper not shown on plan). Hanover Engineering has no objection to this waiver request provided that the location of wooded areas is shown on the plan.

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

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

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

AMEND THE AGENDA TO INCULDE:

Reason: This item arose this evening.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to add the agenda to put out a Request for Proposal for Engineer Services for the Township.

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes, to submit a Request for Proposal for Township Engineering Services.

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

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:20 P.M.

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

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

REMINDERS:

- 1) *The Next Regular Board of Supervisors Meeting will be held Monday, December 6th, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Thursday, November 18th, at 6:00 p.m.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, November 22nd, at 6:00 p.m. (If needed).*
- 4) *Electronic Recycling will take place at the Transfer Station on Saturday, November 20th 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 25th & Friday, November 26th in observance of Thanksgiving Holiday.*


DANA VITALE
TOWNSHIP SECRETARY


ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS