

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

AGENDA

February 7, 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:

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 Scott Lignore, Supervisor Thomas Cross, Supervisor Patrick Holland, Supervisor
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

A. EXECUTIVE SESSION: To be held at 6:00 p.m. to discuss pending litigation and personnel matters.

B. PUBLIC COMMENTS: (3 Minute Limit)

C. MEETING MINUTES:

1) REORGANIZATION MEETING ON JANUARY 3, 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the Annual Reorganization Meeting Minutes from JANUARY 3, 2022.

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

2) REGULAR BOS MEETING ON JANUARY 3, 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from JANUARY 3, 2022.

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

3) SPECIAL MEETING ON JANUARY 20, 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Special Meeting Minutes from JANUARY 20, 2022.

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

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

Letter of interest received for position of Sewage Enforcement Officer. (See attached)

E. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 1/31/2022)

Township General Fund:	\$ 2,482,228.38	State Liquid Fuels Fund:	\$ 93.59
Sanitation Fund:	\$ 242,355.28	Payroll:	\$ 6,650.21
Septic Fund:	\$ 323,734.23	Debit Card	\$ 3,308.54
SALDO:	\$ 72,905.67	Fire Escrow:	\$.00
Rent :	\$ 73.35	American Rescue	\$ 480,772.24
TOTAL:			\$3,612,121.49

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 1/31/2022)

Account Ending: #1841 -	\$ 3,609,160.85	(3 month CD)
#5851 -	\$ 259,296.89	(6 month CD)
#1301 -	\$ 2,049,752.55	(13 month CD)
TOTAL:	\$ 5,918,210.29	

TOTAL FUNDS ON DEPOSIT: \$ 9,530,331.78

1) MOTION made by Supervisor _____, Second by Supervisor _____ to accept Treasurer’s Report for JANUARY 2022 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR JANUARY 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to pay the bills for JANUARY 2022.

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

F. OLD BUSINESS:

1) DISCUSSION: APPOINT TOWNSHIP ENGINEERING SERVICES

MOTION made by Supervisor _____, Second by Supervisor _____

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

G. NEW BUSINESS:

ROGER MECKES, SUPERVISOR

1) RESOLUTION NO. 5 OF 2022 - CARBON COUNTY 2021 HAZARD MITIGATION PLAN

MOTION made by Supervisor _____, Second by Supervisor _____ to adopt Resolution #5 of 2022 – Carbon County 2021 Hazard Mitigation Plan.

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

2) RESOLUTION NO. 6 OF 2022 - GOVERNMENT / MUNICIPAL / PUBLIC FUNDS BANKING RESOLUTION

Authorizing Signatures for all accounts at MCT: Add Patrick Holland and delete Judith Knappenberger.

MOTION made by Supervisor _____, Second by Supervisor _____ to adopt Resolution #6 of 2022 – MCT Authorized Signatures.

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

3) DISCUSSION: PURCHASE IPAD FOR PATRICK HOLLAND

MOTION made by Supervisor _____, Second by Supervisor _____

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

4) INDIAN MOUNTAIN LAKE CIVIC ASSOC. DEVELOPMENT AGREEMENT

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Indian Mountain Lake Civic Association Development Agreement (534 Bus Stop-Recreation Area).

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

CHRISTIAN BARTULOVICH, SUPERVISOR

1) DISCUSSION: CODIFICATION & DIGITIZATION OF ORDINANCES

Bid out the codification & digitization of Ordinances using ARP funds.

MOTION made by Supervisor _____, Second by Supervisor _____

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

2) DISCUSSION: DOCUMENT SCANNING & DIGITIZATION

Bid/RFP for document scanning & digitization using ARP funds.

MOTION made by Supervisor _____, Second by Supervisor _____

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

THOMAS CROSS, SUPERVISOR

1) DISCUSSION: PURCHASE GENERATOR FOR MUNICIPAL BUILDING

MOTION made by Supervisor _____, Second by Supervisor _____

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

2) DISCUSSION: COVID COMPENSATION - TOWNSHIP EMPLOYEES

MOTION made by Supervisor _____, Second by Supervisor _____

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

H. PFT PARK AND RECREATION

1) DISCUSSION: PARK ELECTRONIC MESSAGE CENTER

See attached bid specifications.

MOTION made by Supervisor _____, Second by Supervisor_____, to_____

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

2) DISCUSSION: PARK ADVISORY BOARD - NUMBER OF MEMBERS

3) DISCUSSION: FALL CRAFT FESTIVAL

I. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR JANUARY 2022

TRANSFER STATION

1) BULK AMOUNT for JANUARY 2022---\$268 .00 Year to Date Total: \$268.00

2021-2022 Pro-Rated Permits	(2)	193.92
2021-2022 Residential Permit	(12)	<u>1,800.00</u>
TOTAL DEPOSITS		<u>\$1,993.92</u>

2) ADMINISTRATIVE REPORTS –

A) RIGHT-TO-KNOW REQUESTS FOR JANUARY 2022-

Administrative & Financial Requests: (See Attached Lists)

Submitted: 45 / Responded: 45 / Total Hours: 35 hrs.

Zoning & Septic Requests: Submitted: 37/ Responded: 37

J. ZONING DEPARTMENT - Kathryn Forry submitted Zoning Report for JANUARY 2022.

PRELIMINARY/FINAL LAND DEVELOPMENT PLAN- RITAL LLC, NEW GAS STATION (12-51-A2.04) -

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 request for **SALDO Sections 464.31**(requiring a detention pond to dewater with 12 hours) and **Section 492.32** (to allow partial landscaping credit for existing woods); as recommended by Planning Commission.

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

b) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the conditional preliminary/final **plan** subject to addressing the remaining comments of Hanover Engineering’s review letter dated January 24, 2022, including Improvements Agreement, Performance Guarantee, Maintenance Guarantee and final ESPC approval from Carbon County Conservation District; as recommended by the Planning Commission and the final payment of any outstanding fees.

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

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

MOTION to adjourn meeting by Supervisor _____, Second by Supervisor _____

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

REMINDERS:

- 1) *The Next Regular Board of Supervisors Meeting will be held Monday, March 7th, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Thursday, February 17th, at 6:00 p.m. at the Municipal Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, February 28th, at 6:00 p.m. (If needed).*
- 4) *The Township Office will be closed on Monday, February 21st in observance of President's Day Holiday. The Transfer Station will be open regular hours.*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS