

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

MEETING MINUTES

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 6:23 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 (absent)**

Rebecca Hassenbein and Brandon Bell were sworn in by Chairman Meckes as Township Auditors.

A. PUBLIC COMMENTS: (3 Minute Limit)

Tim Kennedy- I live 3 doors up from the Township Building. I would like to formal request that the Supervisors get in touch with Penn dot to make changes to the 903 highway. The third lane needs to be eliminate it is endangering the people at the development its becoming an express lane. The other passing lane at Smith road that needs to be eliminated. The speed limit should not 55 it should be 45 all the way down. There should be a flashing light at the Ambulance Com. I contacted Doyle Heffley office and he stated he will talk to someone at Penndot. I should contact FernRidge to put a Police Officer on 903 and they stated they are short handed. Fernridge stated If they have a spare man he will put them over here on 903. The north bound side does not have the third lane. There is going to be more fatalities here it's a matter of time. Supervisor Meckes stated I agree with everything you are saying. I don't see why we couldn't call down at Penndot to see if there is anything they can do. I do not even want to get my mail at my mail box.

Peggy Dusablon- What is that amusement tax?. Supervisor Bartulovich stated it really only affects Penn Peak, Skirmish, entertainment businesses. The STR income in the budget if there is any surplus left over from can you use that for a Police Department. Supervisor Bartulovich stated sure. Supervisor Meckes stated its not really designed for that. Supervisor Meckes stated we did just have a study from DCED and they helped us to do the study and has been discussed. But no decision has been made and in the very early stages of being looked into.

Ruth & Eileen - we both live in TT and we have some concerns about the STR , were told to police it our selves. We don't really know what that means. We were told to come here with issues and call our security . Supervisor Bartulovich stated there is a 24 hotline and we told TT to call their security and it backs up your case. Supervisor Bartulovich, when you call that hotline they call the owner and they have 1 hour to rectify the situation and if it's not resolve they can get fined. They follow up with you if you request a call back. All the calls and forms are monitored. They don't have to show up to resolve the issue and they can get \$1,000 fine if not resolved. Ruth stated what happens when different people come in and we have the same issue and it settles down and it keep happens every weekend. Supervisor Bartulovich, I believe that would fall onto TT to follow up with the issue. Peggy Dusablon stated you are not tracking each property. Supervisor Bartulovich stated we are looking at new compliants, but you can state when you call, that this property has had multiple complaints. You can contact Phil Prout the Zoning Officer he is primarily in charge of handling STR. Ruth stated there was a hugh unattended bon fire and no one was there. Supervisor Bartolovic stated then there is really nothing we can do.

Jeanie Nelson- I think there is probably not a third land on the north bound side because of the proximately of Stoney Mountain Road. People come up that lane and expect a merger and see the yield lande and immediately speed out. The sound bound lane is the best thing that has happened because they are not up on my bumper when I want to turn into my development. I believe the only way to solve is to put in a stop light.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON DECEMBER 6, 2021

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

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

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 Meckes, Second by Supervisor Cross to accept Treasurer's Report for DECEMBER 2021 (Subject to Audit).

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

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

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

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

E. OLD BUSINESS:

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

The BOS choose option #1 for the Park Veteran Monument. Judith Knappenberger will get a mock up of Option #1. Mr. Kennedy stated we could have the symbol of the branches. Supervisor Bartulovich there are multiple ways to approach this.

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 Meckes, Second by Supervisor Lignore to **APPOINT** Zelenkofske Axelrod to make an examination of all of the account funds of the township for the fiscal year 2021.

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

2) **RESOLUTION NO. 3 OF 2022—Appointed Delegate and Alternate for TCC**

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to adopt Resolution

#3 of 2022 appointing a Delegate Christian Bartulovich and an Alternate Pat Holland as representatives for the CC Tax Collection Committee.

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

3) RESOLUTION NO. 4 OF 2022—Declaration of Disaster Emergency

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to adopt Resolution #4 of 2022- DECLARATION OF DISASTER EMERGENCY to extend until April 4, 2022.

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

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 Meckes, Second by Supervisor Bartulovich, to **ACCEPT** the applications for refund of Municipal Earned Income Tax for year 2021.

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

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 Meckes, Second by Supervisor Bartulovich, to **ACCEPT** the quote from WB Electric to furnish and install light on the third compactor at the Transfer Station, pending the new quote to include item #4 for additional items (transformers).

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

6) DISCUSSION: PURCHASE INSULATION FOR TOWNSHIP BUILDING

MOTION made by Supervisor Meckes, Second by Supervisor Lignore, to **ACCEPT** the quote from Murphy's Lumber of Insulation for up to \$2,500.00.

ROLL CALL: RM-yes; CB-No; SL-yes; TC-yes; PH-yes **MOTIONPASSED**

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 Bartulovich, Second by Supervisor Lignore, to **APPROVE** Pathstone's request pending ALL insurance from the Bus Company and Pathstone with PFT named as additional insured are submitted to the Township.

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

2) DISCUSSION: ORDER ADDITIONAL PORTA POTTY

MOTION made by Supervisor Meckes, Second by Supervisor Cross, to order a large (handicap) porta potty for approximately 3-4 months at the current rate.

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

3) DISCUSSION: PARK ADVISORY BOARD - NUMBER OF MEMBERS

Tabled until Solicitor can review and advise.

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR DECEMBER 2021

New truck should be arriving last week in January, early February.

The new compactor#4 still no date for delivery.

We had a couple of days with ice and we had Shiffer out for freezing rain

A little slow with the guys.

I got a list together to get the bids out for paving projects.

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

Kathryn Forry stated is has been a busy year and couple of months. The holidays has slowed it down.

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 Bartulovich, Second by Supervisor Lignore to GRANT the waiver for **SALDO Section 333.31** as recommended by Planning Commission.

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

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

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 Bartulovich, Second by Supervisor Lignore to GRANT the waiver for **SALDO Section 333.31** as recommended by Planning Commission.

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

b) MOTION made by Supervisor Mekces, Second by Supervisor Lignore to APPROVE 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-yes; CB-yes; SL-yes ; TC-yes; PH-yes **MOTIONPASSED**

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:32 P.M.

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

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

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