

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

AGENDA

March 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

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

A. EXECUTIVE SESSION: to be held at 6:30 p.m. to discuss personnel matters.

B. PUBLIC COMMENTS: (3 Minute Limit)

C. MEETING MINUTES:

1) REGULAR BOS MEETING ON FEBRUARY 7, 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from FEBRUARY 7, 2022.

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

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

NONE

E. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 2/28/2022)

Township General Fund:	\$ 2,443,802.34	State Liquid Fuels Fund:	\$ 93.60
Sanitation Fund:	\$ 224,352.85	Payroll:	\$ 10,484.46
Septic Fund:	\$ 316,851.83	Debit Card	\$ 4,938.58
SALDO:	\$ 252,846.50	Fire Escrow:	\$.00
Rent :	\$ 73.39	American Rescue	\$ 480,829.41
TOTAL:			\$3,734,272.96

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 2/28/2022)

Account Ending: #1841 -	\$ 3,609,620.65	(3 month CD)
#5851 -	\$ 259,340.93	(6 month CD)
#1301 -	\$ 2,049,926.64	(13 month CD)
TOTAL:	\$ 5,918,888.22	

TOTAL FUNDS ON DEPOSIT: \$ 9,653,161.18

1) **MOTION** made by Supervisor_____, Second by Supervisor_____ to accept Treasurer’s Report for FEBRUARY 2022 (Subject to Audit).

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

2) **PAYMENT OF THE BILLS FOR FEBRUARY 2022**

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

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

F. OLD BUSINESS:

1) **DISCUSSION: COVID COMPENSATION - TOWNSHIP EMPLOYEES**

Tabled from last month’s meeting to discuss with labor attorney.

MOTION made by Supervisor _____, Second by Supervisor _____

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

2) **DISCUSSION: PARK ELECTRONIC MESSAGE CENTER**

G. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) CONTROL SECURITY QUOTE - TRANSFER STATION CAMERAS

Replace 4 existing cameras with HD cameras & add 3 HD cameras, total cost \$1,467.25.

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

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

2) DISCUSSION - HAWK FALLS WASTE AREA

3) ELECTRONIC RECYCLING PROGRAM FOR 2022

Dates reserved for the 2022 Electronic Recycling Event.

RESERVED JULY 16th and NOVEMBER 19TH

MOTION made by Supervisor ____, Second by Supervisor ____, to schedule _____ for the 2022 Electronic Recycling Event for (6) hours, 9am - 3pm (or until trucks are full) at the Transfer Station.

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

4) PLANNING COMMISSION VACANCIES

Bill English will be tendering his resignation and Stacy Venetos (alternate) is relocating. The PC is requesting the BOS place an ad in the local paper for one regular member and an alternate to complete the Commission.

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

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

5) BARRY ISETT'S PROFESSIONAL SERVICES AGREEMENT

MOTION made by Supervisor ____, Second by Supervisor ____, to _____ Barry Isett's Professional Services Agreement.

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

6) TRANSFER STATION PROJECTS

BIA submitted proposals for the Maintenance Building Trench Drain and Salt Shed Facility.

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

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

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

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

7) MUNICIPAL BUILDING- ATTIC PULL DOWN STAIRS- MURPHY LUMBER QUOTE

Attic pull down stairs, total cost \$444.61(see attached)

MOTION made by Supervisor ____, Second by Supervisor ____, to _____ quote from Murphy Lumber (\$444.61) for Municipal Building attic pull down staircase.

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

8) FIVE STAR EQUIPMENTQUOTE- JOHN DEERE TILTING GRADING BUCKET

2022 H&H 36” Tilting Grading Bucket for JD 310SL backhoe, total cost \$10,030.00.

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

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

9) NEW BROOM BRISTLES

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

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) ARP FUNDS -TRANSFER TO GENERAL FUND – COVID-19

Use ARP funds to reimburse the General Fund for payroll and healthcare expenses incurred during COVID-19 in the amount of \$480,829.41.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____ \$480,829.41 of ARP funds to the General Fund for payroll and health care expenses incurred during COVID-19.

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

2) ORDINANCE CODIFICATION PROPOSALS

MOTION made by Supervisor ____, Second by Supervisor ____, to _____ proposal from _____ for Ordinance Codification, total cost of \$ _____.

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

3) TAX COLLECTION COMMITTEE - TWSP REPRESENTATIVE

Christian Bartulovich requests opinion of the board regarding a proposal to contract with Berkheimer for Tax Administration at a rate of 1.73%.

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

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

H. PFT PARK AND RECREATION

1) DISCUSSION: SOFTBALL EQUIPMENT REQUEST

(see attached)

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

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

2) DISCUSSION: EASTER CANDY

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

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

3) DISCUSSION: INSTALL ADDITIONAL CONDUIT

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

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

4) FOOD TRUCK/VAN REVISED LICENSE AGREEMENT

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

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

5) PARK & RECREATION COMMITTEE - MONTHLY MEETING DAY

Park Committee proposes to change their monthly meeting from the third Thursday, to the third Wednesday at 6:30 pm. Advertisement required.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____ in the local paper the P&R meeting day change from the third Thursday to the third Wednesday.

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

I. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR FEBRUARY 2022

TRANSFER STATION

1) BULK AMOUNT for FEBRUARY 2022---\$133 .00 Year to Date Total: \$401.00

2021-2022 Pro-Rated Permits	(5)	487.68
2021-2022 Residential Permit	(8)	<u>1,052.57</u>
TOTAL DEPOSITS		<u>\$1,541.58</u>

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: (See Attached Lists)

Submitted: 69 / Responded: 69 / Total Hours: 48.75 hrs.

Zoning & Septic Requests: Submitted: 62/ Responded: 62

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

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

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the REJECTION of the conditional preliminary/final **plan** based on Engineer notes and clarification of waiver requests.

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

b) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ SALDO waiver requests **314.22** (showing tress of greater than eight inch); **427.52** (five percent in a leveling area extending 40 feet from the intersection of the access road or driveway with the cart way of the street; **462.11** (Mapping of the watershed area or areas in which the proposed subdivision or land development is located (adequate information was provided); **492.37** (Buffer planting area shall be established along all property lines of the site proposed, within side or rear yard setbacks) **492.42** (Finished slopes on all cuts and fills shall not exceed 33 percent); **464.31** (Requiring a detention pond to dewater with 12 hours); **492.32** (partial landscaping credit); as recommended by the Planning Commission.

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

c) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the conditional preliminary/final **plan** subject to addressing the remaining comments; i.e. those for which waivers were granted 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**_____

KLOBOSITS REVERSE SUBDIVISION- (23A-51-A108 & 23A-51-A109)
Preliminary /Final Plan- Reverse Subdivision-Lots 108 &109 – New Lot 108A, Hickory Run Forest

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ SALDO waiver requests **333.31**(provide the location of all trees of 8”in diameter or more) and **331** section regarding scales, as recommended by the Planning Commission

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

b) MOTION made by Supervisor _____, Second by Supervisor _____ to conditionally _____ preliminary/final **plan** subject to addressing the remaining comments of Hanover Engineering’s review letter dated February 24, 2022, as recommended by the Planning Commission and the final payment of any outstanding fees.

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

BENNER LOT LINE REVISION- (66B-51-A238 &66B-51-A239)
Preliminary/Final Plan- Reverse Subdivision-Lots 238 & 239 – New Lot 238A, Marty Axman

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ SALDO waiver requests **333.31**(provide the location of all trees of 8”in diameter or more) and **331** (plan scale from 1inch equals 50ft to 1inch equals 40 feet), **333.15** (plan must show contour lines at vertical intervals of not more than two feet); as recommended by the Planning Commission.

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

b) MOTION made by Supervisor _____, Second by Supervisor _____ to conditionally _____ preliminary/final **plan** subject to addressing the remaining comments of Barry Isett’s review letter dated February 24, 2022, as recommended by the Planning Commission and the final payment of any outstanding fees.

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

MIHALYI LOT LINE REVISION- (22A-51-A87 & 22A-51-A88)
Preliminary/Final Plan- Reverse Subdivision-Lots 87 & 88 – New Lot 88A, Towamensing Trails

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ SALDO waiver requests **333.31**(provide the location of all trees of 8”in diameter or more) and **331** (plan scale from 1inch equals 50ft to 1inch equals 40 feet), **333.15** (plan must show contour lines at vertical intervals of not more than two feet); as recommended by the Planning Commission.

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

b) MOTION made by Supervisor _____, Second by Supervisor _____ to conditionally _____ preliminary/final **plan** subject to addressing the remaining comments of Barry Isett’s review letter dated February 24, 2022, 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, April 4th, at 7:00 p.m.**
- 2) The Park and Recreation will hold their monthly meeting on Wednesday, March 16th, at 6:30 p.m. at the Municipal Building.**
- 3) The Planning Commission will hold their monthly meeting on Monday, March 28th, at 6:00 p.m. (If needed).**

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS