

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

MEETING MINUTES

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 (absent)
Thomas Cross, Supervisor
Patrick Holland, Supervisor

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

A. EXECUTIVE SESSION: was held from 6:00–7:00 p.m. to discuss personnel matters.

B. PUBLIC COMMENTS: (3 Minute Limit)

Tim Kennedy- I was here last month to get in touch with PennDot or State Police I was curious if anyone has been able to follow-up. Supervisor Meckes stated he called the State Police and they are going to try and put more officers on 903 but they are shorthanded. I called Heffley and Yudichak and were going to schedule a meeting. They are working on a time for the meeting. We will continue to touch base with them.

Todd Fox, Jill & Jen –Park & Rec. Committee- we discussed at our meeting we came up with what we think is good for the Fall Festival on September 24th at the park. What we are here to do is ask for permission. We're thinking vendors and they will bring their own stuff. We're not going to supply anything.

Jill stated that she put together an application form which would outline what their responsibility would be. Fun stuff for the Community, face painting, crafts, band/DJ, food vendors. We are trying to get as much local vendors as possible. Tom Nanovic stated the vendors would have to provide insurance. Roger Meckes stated the stuff at the park is great. Tom Nanovic stated the Fire Companies should be there. Seth stated you're going to need a dumpster. Jill stated that is one of the things we are looking to do is getting extra trash cans and having a first aid station as well.

PEGGY DUSABLON- a couple of months ago we asked if there was anything we could do restrictions with STR within square miles. Tom Nanovic stated we would have to come up with a reasonable number but I think there is a way of doing that. Peggy Dusablون stated that's its getting crazy in our area with STR's. Christian Bartulovich stated we would have to research. Patrick Holland stated he doesn't like STR. It opens a can of worms for the township. There are good people who support their families that have been doing it before the influx of .com or airbnb. I don't know how we don't screw over the people who have been feeding their families. I completely agree with you and I don't want them here as much as anyone else. This is the boom place for it. Supervisor Bartulovich stated you can't shut them down. Peggy stated she will see what she can find what other townships have been doing. Peggy stated, the other thing is the whole Atlantic Wind ruling, who responds. Tom Nanovic stated we filed petition for reargument with commonwealth court. We have not received a response from Bethlehem Authority or Atlantic Wind. Depending on what the judge does with that if the judge turns it down then we would appeal to the Supreme Court. But right now we are waiting on the Petition for reargument.

C. MEETING MINUTES:

1) REORGANIZATION MEETING ON JANUARY 3, 2022

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

ROLL CALL: RM-yes; CB-yes; SL-absent; TC-yes; PH- yes **MOTION PASSED**

2) REGULAR BOS MEETING ON JANUARY 3, 2022

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

ROLL CALL: RM-yes; CB-yes; SL-absent; TC-yes; PH- yes **MOTION PASSED**

3) SPECIAL MEETING ON JANUARY 20, 2022

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

ROLL CALL: RM-yes; CB-yes; SL-absent; TC-yes; PH- yes **MOTION PASSED**

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

Letter of interest received for position of Sewage Enforcement Officer. (See attached)
No vacancy at this time.

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 Meckes, Second by Supervisor Cross to accept Treasurer's Report for JANUARY 2022 (Subject to Audit).

ROLL CALL: RM=yes; CB=yes; SL-absent; TC=yes; PH- yes **MOTION PASSED**

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

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

ROLL CALL: RM=yes; CB=yes; SL-absent; TC=yes; PH- yes **MOTION PASSED**

F. OLD BUSINESS:

1) **DISCUSSION: APPOINT TOWNSHIP ENGINEERING SERVICES**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to **APPOINT** BIA as Township Engineer, Hanover Engineering will complete current projects at the direction of the township.

ROLL CALL: RM=yes; CB=yes; SL-absent; TC=yes; PH- yes **MOTION PASSED**

G. NEW BUSINESS:

ROGER MECKES, SUPERVISOR

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

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

ROLL CALL: RM-yes; CB-yes; SL-absent; TC-yes; PH- yes **MOTION PASSED**

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 Meckes, Second by Supervisor Bartulovich to adopt Resolution #6 of 2022 – MCT Authorized Signatures.

ROLL CALL: RM-yes; CB-yes; SL-absent; TC-yes; PH- yes **MOTION PASSED**

3) DISCUSSION: PURCHASE IPAD FOR PATRICK HOLLAND

No action. Supervisor Holland declines.

4) INDIAN MOUNTAIN LAKE CIVIC ASSOC. DEVELOPMENT AGREEMENT

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

ROLL CALL: RM-yes; CB-yes; SL-absent; TC-yes; PH- yes **MOTION PASSED**

5) HIRE PART-TIME SNOW PLOW OPERATORS

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich **PENDING** approval from Labor Attorney to advertise for part-time or per diem snow plow operators.

ROLL CALL: RM-yes; CB-yes; SL-absent; TC-yes; PH- yes **MOTION PASSED**

6) REPAIR HEATER IN MAINTENANCE SHOP

MOTION made by Supervisor Meckes, Second by Supervisor Holland to repair the heater with the service plan for total cost of \$1,360.25

ROLL CALL: RM-yes; CB-yes; SL-absent; TC-no; PH- yes **MOTION PASSED**

CHRISTIAN BARTULOVICH, SUPERVISOR

1) DISCUSSION: CODIFICATION & DIGITIZATION OF ORDINANCES

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to get approval to gather quotes and then possibly put out to bid.

ROLL CALL: RM-yes; CB-yes; SL-absent; TC-yes; PH- yes **MOTION PASSED**

2) DISCUSSION: DOCUMENT SCANNING & DIGITIZATION

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to get approval to gather quotes and then possibly put out to bid.

ROLL CALL: RM=yes; CB=yes; SL-absent; TC=yes; PH- yes **MOTION PASSED**

THOMAS CROSS, SUPERVISOR

1) DISCUSSION: PURCHASE GENERATOR FOR MUNICIPAL BUILDING

TABLED- Supervisor Cross will receive 2 additional quotes and information. I only received a rough quote from one and it may be prohibited. It may not be worth it.

2) DISCUSSION: COVID COMPENSATION - TOWNSHIP EMPLOYEES

We can pay employees with ARP funds when they are out with COVID so they don't have to use their PTO time. TABLED- until next month to discuss with Labor Attorney.

H. PFT PARK AND RECREATION

1) DISCUSSION: PARK ELECTRONIC MESSAGE CENTER

See attached bid specifications. Tabled until Solicitor can put together a bid packet.

2) DISCUSSION: PARK ADVISORY BOARD - NUMBER OF MEMBERS

Supervisor Bartulovich suggested the P&R committee to appoint a sub-committee. It would be nice if they could vote at the meetings. Tom Nanovic based on our Ordinance I don't see why they can't adopt their own rules & regulations.

3) DISCUSSION: FALL CRAFT FESTIVAL

Discussed at Public Comment. Supervisor Bartulovich suggested setting an up-to dollar amount to spend.

I. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR JANUARY 2022

We had some snow; guys have been out taking care of the roads. We were short staff about 2 weeks ago and it was rough. We received a salt delivery. Compactor #4 is going into production on 2/21 should be a couple weeks after that for delivery. The new vehicle we do not have an ETA. I would like to hire part-time snow plow operators because we are not going to have enough employees to run the trucks in the winter.

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)	1,800.00
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. Kathryn Forry stated; still very busy with Zoning. We had in December 5 violation letters sent out to STR owners for non-compliance, 4 of them have received their license & permits.

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

a) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes to grant 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-yes; CB-yes; SL-absent; TC-yes; PH- no **MOTION PASSED**

MOTION TO RECIND made by Supervisor Bartulovich, Second by Supervisor Meckes

ROLL CALL: RM-yes; CB-yes; SL-absent; TC-yes; PH- yes **MOTION PASSED**

b) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes to **REJECT(based on engineers notes & waiver requests)** 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-yes; CB-yes; SL-absent; TC-yes; PH- yes **MOTION PASSED**

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:39 P.M.

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

ROLL CALL: RM-yes; CB-yes; SL-absent; TC-yes; PH- yes **MOTION PASSED**

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