

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

AGENDA

April 4, 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 6:00 p.m. to discuss personnel and potential litigation.

B. PUBLIC COMMENTS: (3 Minute Limit)

C. MEETING MINUTES:

1) REGULAR BOS MEETING ON MARCH 7, 2022

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

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

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

Robert & Denise Dost letter of concern– Queen of Peace Missionary Association-
Timber Harvest (no motion)

E. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 3/31/2022)

Township General Fund:	\$ 2,904,160.57	State Liquid Fuels Fund:	\$ 267,910.16
Sanitation Fund:	\$ 188,666.34	Payroll:	\$ 12,283.63
Septic Fund:	\$ 319,151.78	Debit Card	\$ 6,657.37
SALDO:	\$ 245,577.46	Fire Escrow:	\$ 25,620.00
Rent :	\$ 73.67	American Rescue	\$.00
TOTAL:			\$3,970,100.98

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 3/31/2022)

Account Ending: #1841 -	\$ 3,610,036.00 (3 month CD)
#5851 -	\$ 259,380.72 (6 month CD)
#1301 -	\$ 2,050,083.89 (13 month CD)
TOTAL:	\$ 5,919,500.61

TOTAL FUNDS ON DEPOSIT: \$ 9,889,601.59

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

ROLL CALL: RM ___; CB ___; SL ___; TC ___; PH ___ **MOTION** _____

2) PAYMENT OF THE BILLS FOR MARCH 2022

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

ROLL CALL: RM ___; CB ___; SL ___; TC ___; PH ___ **MOTION** _____

F. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) DISCUSSION: PURCHASE DEWALT GREASE GUN

See attached quotes.

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

ROLL CALL: RM ___; CB ___; SL ___; TC ___; PH ___ **MOTION** _____

2) RESOLUTION NO. 7 OF 2022—Declaration of Disaster Emergency

MOTION made by Supervisor _____, Second by Supervisor _____ to adopt Resolution #7 of 2022- DECLARATION OF DISASTER EMERGENCY to extend until July 5, 2022.

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

3) PAVING PROJECTS- ESTIMATE ATTACHED FROM JOHN DAVIS

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

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

4) DISCUSSION: JOHN DEERE 2022 PALADIN BROOM BRISSELE QUOTE

(See attached) Total cost \$1,406.00.

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

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

5) DISCUSSION: TRANSFER STATION KEY PAD- CONTROL SECURITY QUOTE

(See attached) Total cost \$1,700.00.

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

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

6) TRANSFER STATION- NEW SALT SHED

Keystone Concrete Products quote for Structural Engineering Services. See attached.

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

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

7) DISCUSSION: AUTHORIZE BIA TO BID SALT SHED PROJECT

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

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

8) DISCUSSION: POTHOLE PATCHING ON TOWNSHIP ROADS

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

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

9) **TRENCH DRAIN PLAN SET- BID SPEC DOCUMENTS**

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

ROLL CALL: RM ____, CB ____, SL ____, TC ____, PH ____, MOTION _____

G. PFT PARK AND RECREATION

1) **DISCUSSION: SOFTBALL EQUIPMENT - UPDATED REQUEST**

Batting Cage Frame \$5,372.00 & Batting Cage Net \$700.00

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

ROLL CALL: RM ____, CB ____, SL ____, TC ____, PH ____, MOTION _____

2) **PURCHASE INFIELD MIX**

2 loads - \$2,187.00 Fuel charge \$45.00 per load.

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

ROLL CALL: RM ____, CB ____, SL ____, TC ____, PH ____, MOTION _____

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR MARCH 2022

TRANSFER STATION

1) **BULK AMOUNT for MARCH 2022---\$689 .00 Year to Date Total: \$1,090.00**

2021-2022 Pro-Rated Permits	(5)	428.16
2021-2022 Residential Permit	(10)	<u>1,371.43</u>
TOTAL DEPOSITS		<u>\$2,488.59</u>

2) **ADMINISTRATIVE REPORTS –**

A) **RIGHT-TO-KNOW REQUESTS FOR MARCH 2022-**

Administrative & Financial Requests: (See Attached Lists)

Submitted: 75 / Responded: 75 / Total Hours: 56.75 hrs.

Zoning & Septic Requests: Submitted: 67/ Responded: 67

I. ZONING DEPARTMENT - Kathryn Forry submitted Zoning Report for MARCH 2022.

WOYTOWICH & ST. CLAIR LOT LINE REVISION PLAN – 22A-51- EV505 &EV507

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ SALDO waiver requests 333.31 (all trees of 8 inches or greater in size); 331 (scale of 1 inch equals 30 feet).

ROLL CALL: RM____; CB____; SL____; TC____; PH____ MOTION_____

b) MOTION made by Supervisor _____, Second by Supervisor _____ to conditionally_____ the final plan subject to addressing the remaining comments from engineer's letter of 3/23/2022; as recommended by the Planning Commission and the final payment of any outstanding fees.

ROLL CALL: RM____; CB____; SL____; TC____; PH____ MOTION_____

KNOCIK - PRELIMINARY/FINAL REVERSE SUBDIVISION PLAN – 22A-51- EV68 &EV69 (NEW LOT EV68A)

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ SALDO waiver request 333.31 (all trees of 8 inches or greater in size).

ROLL CALL: RM____; CB____; SL____; TC____; PH____ MOTION_____

b) MOTION made by Supervisor _____, Second by Supervisor _____ to conditionally_____ the final plan subject to addressing the remaining comments from engineer's letter of 3/23/2022; as recommended by the Planning Commission and the final payment of any outstanding fees.

ROLL CALL: RM____; CB____; SL____; TC____; PH____ MOTION_____

DANILOV - LOT LINE REVISION PLAN – 22A-51- C1325 & C1327 (NEW LOT 1327A)

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ SALDO waiver requests 333.31 (all trees of 8 inches or greater in size); 331 (scale of 1 inch equals 40 feet), 333.15 (provide contour lines).

ROLL CALL: RM____; CB____; SL____; TC____; PH____ MOTION_____

b) MOTION made by Supervisor _____, Second by Supervisor _____ to conditionally_____ the final plan subject to addressing the remaining comments from engineer's letter of 3/23/2022; 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, May 2nd, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, April 20th, at 6:30 p.m. at the Municipal Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, April 25th, at 6:00 p.m. (if needed).*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS